


## About Me

I have 14 years of experience, 9 years of them are experience in my job as document controller.

Extensive experience in managing and organizing large-scale project documentation, particularly within the infrastructure sector. I successfully managed a comprehensive database for project documents related to the infrastructure execution of the Diyar Al Hasa density increasing project involving over 3,000 villas. This database encompassed hundreds of drawings, plans, specifications, and thousands of inspection request. I contributed to expediting document approval processes through the development of a streamlined workflow, resulting in significant time and effort savings.

## Contact

 056 418 0570

 Ahmede2232016@gmail.com

 Hufof, Al-Ahsa

## Skills

- Technical Skills: Microsoft Office
- Flexible and able to work under pressure.
- Willingness to work flexible hours as needed
- Willingness to get more qualifications.
- Attentive to detail and teachable

## Courses

- ICDL Course, 2010
- Oxford, English Course, level4
- ACONEX System Course, 2024

## Languages

- Arabic (Native)
- English (Intermediate)

# Ahmed Reyad

## Document Controller

### Education

**(2007 -2010)**

**TANTA UNIVERSITY**

Faculty of Arts

Bachelor of Document & Libraries

### Experience

**(2019 -Present)**

**DOCUMENT CONTROLLER**

MESMACK Co.

- Working on PMIS System in Primavera Unifier.
- Archiving all documentations in systematic hard & Soft copy files on project's server.
- Create a register submittal log and update it daily on company's server which is reviewed by concerned technical engineers dept.
- Prepare all correspondences requested by PM (Incoming and outgoing), scanning and distribution to all parties.
- Prepare all documents for submittals between consultant and contractor as per standard documentation numbering system such as (WIR - SHDWG - SPQ - MAT - MIR - RFI - DTF).

**(2015 -2019)**

**DOCUMENT CONTROLLER**

International Aramoon Co. Ltd

- Tracking & reviewing documents and assigning a tracking number to it; to organize it providing an easy access to it.
- Assisting Q.S engineer preparing monthly invoices.
- Preparing daily, weekly ,monthly reports.
- Firoza (Commercial Store) Owner and Operator by 50% . (2013-2015)
- Worked as cashier in major shops. (2012 - 2015)
- English teacher at private lessons .( 2009 - 2014)



جامعة طنطا  
كلية الآداب



شهادة

تشهد كلية الآداب بجامعة طنطا أن / احمد ريان جاد العولى احمد //

والمولود بجهة / الحيرة / عام / ١٩٨٩ ميلادية

قد حصل على درجة الليسانس فى الآداب من قسم الوثائق والكتبات (شعبة المكتبات)

دور سبتمبر ٢٠١٠ بتقدير مقبول

مجموع الدرجات التراكمى / ٤٩٦ درجة ( اربعمائة وست وتسعون درجة لا غير )

المجموع الكلى ٨٠٠ درجة (ثمان مائة درجة لا غير )

وحررت هذه الشهادة بناء على طلبه اعتماد مجلس الجامعة (٣١/١٠/٢٠١٠

تحريراً فى ١٠ / ١٤ / ٢٠١٠

مدير شئون التعليم والطلاب

المراجع

الموظف المختص

الاستاذ المساعد الدكتور  
زين الدين مصطفى الخطيب



د / زين الدين مصطفى الخطيب







Document Control Academy

Together , We Will do

# CERTIFICATE OF COMPLETION

## CONGRATULATIONS!

You have successfully completed an (User Aconex System course) specifically designed to satisfy your training requirements.

DC Academy Training Centre instructors deliver quality-learning experiences with courses related to Document Control and Information Management relevant content and comprehensive courseware.

DC Academy vision is to help people imagine and create a better world.

### NAME

Ahmed Reyad Gad Elmawla Ahmed

### COURSE TITLE

Document Admin - Aconex System course

### INSTRUCTOR

Ahmed Elqizawy - Ramy Salah

### COURSE DATE

08<sup>th</sup> Mar 2024

### COURSE ATTENDANCE DURATION

20 Hours Live Time

### VERIFY THIS CERTIFICATE AT

QR Code



Certificate No. DCAX7977039

MAR 2024



Document Control Academy

INSTRUCTOR

SIGNATURE

INSTRUCTOR

SIGNATURE



Submittal Ref.:	1070SF-MSMK-DAR-HAS-INF-GE-DCS_0123	Revision:	00	Date:	22 FEB 2022
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## Document Submittal Form (DCS)


Project:	AL HASA Site- Infrastructure Projects				
Client:	Ministry of Housing in the Kingdom of Saudi Arabia				
Engineer:	DAR AL RIYADH	Contract or:	MESMACK Co. LTD		

Discipline:					
<input type="checkbox"/> Architecture	<input type="checkbox"/> Civil	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical	<input type="checkbox"/> Information Technology	
<input type="checkbox"/> Landscape	<input type="checkbox"/> Quality	<input type="checkbox"/> Safety	<input checked="" type="checkbox"/> Project Controls	<input type="checkbox"/> Construction Management	

Document Details:						
Document Title:	Ahmed Riad Gad Almawla -- Document Controller					
Reference No.:		Revision:	00	Media	Hard/Soft	No. of H. Copies: 1/1

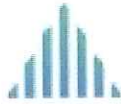
Contractor PM / QM:					
Name:	Youssef Seleim	Signature:		Date:	22 FEB 2022

Received by SAPL:					
Name:		Signature:		Date:	22/2/2022

Engineering Review:				
Status:	<input checked="" type="checkbox"/> A- Approved	<input type="checkbox"/> B- Approved as Noted	<input type="checkbox"/> C- Revised and Resubmit	<input type="checkbox"/> D- Rejected
Comments:				
<p>Approved, —</p> 				

Engineering:					
Reviewer Name:		Signature:		Date:	
Approver Name:		Signature:		Date:	22-2-22

Contractor:					
Name:	A. Abdulraof	Signature:		Date:	22/2/22



Submittal Ref.:	DCS-E-003-C1900163-GE-0023	Revision:	00	Date:	22 MAR 2020
Project:	AL HASA Site- Infrastructure Projects				

## Document Submittal Form (DCS)

Client:	Ministry of Housing in the Kingdom of Saudi Arabia				
Engineer:	Saudi Arabian Parsons Ltd. (SAPL)	Contractor:	MESMACK Co. LTD		

Discipline:	<input type="checkbox"/> Architecture <input type="checkbox"/> Civil <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Information Technology <input type="checkbox"/> Landscape <input type="checkbox"/> Quality <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Project Controls <input type="checkbox"/> Construction Management				
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Document Details:							
Document Title:	Ahmed Riad Gad Almawla -- Document Controller CV & Certificates						
Reference No.:		Revision:	00	Media	Hard/Soft	No. of H. Copies:	1/1

Contractor PM / QM:					
Name:	Ahmed Bakr	Signature:		Date:	22 MAR 2020

Received by SAPL:					
Name:	<i>m.g/hur</i>	Signature:		Date:	22/3/2020

Engineering Review:						
Status:	<input checked="" type="checkbox"/> A- Approved	<input type="checkbox"/> B- Approved as Noted	<input type="checkbox"/> C- Revised and Resubmit	<input type="checkbox"/> D- Rejected		
Comments:	<p style="font-size: 2em; text-align: center;">APPROVED</p> <div style="text-align: right;">   <b>MESMACK CO</b>              Construction Development              22 MAR 2020  <b>RECEIVED</b> </div>					

Engineering:					
Reviewer Name:	<i>Ahmed</i>	Signature:		Date:	
Approver Name:	<i>Ahmed</i>	Signature:		Date:	22/3/2020

Contractor:					
Name:	<i>Fathy Abdelaziz</i>	Signature:		Date:	22-3-2020



Submittal Ref.:	DCS-E-003-C1900163-GE-0023	Revision:	00	Date:	03 Dec 2019
Project:	AL HASA Site- Infrastructure Projects				

### Document Submittal Form (DCS)

Client:	Ministry of Housing in the Kingdom of Saudi Arabia				
Engineer:	Saudi Arabian Parsons Ltd. (SAPL)	Contractor:	MESMACK Co. LTD		

Discipline:					
<input type="checkbox"/> Architecture	<input type="checkbox"/> Civil	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical	<input type="checkbox"/> Information Technology	
<input type="checkbox"/> Landscape	<input type="checkbox"/> Quality	<input type="checkbox"/> Safety	<input checked="" type="checkbox"/> Project Controls	<input type="checkbox"/> Construction Management	

Document Details:					
Document Title:	Ahmed Riad Gad Almawla -- Document Controller CV & Certificates				
Reference No.:		Revision:	00	Media	Hard/Soft
					No. of H. Copies: 1/1

Contractor PM / QM:					
Name:	Mohamed AbdElmonem Abazid	Signature:		Date:	03 Dec 2019

Received by SAPL:					
Name:	m. gaher	Signature:		Date:	5/12/2019

Engineering Review: <i>initial approval</i>					
Status:	<input type="checkbox"/> A- Approved	<input type="checkbox"/> B- Approved as Noted	<input type="checkbox"/> C- Revised and Resubmit	<input type="checkbox"/> D- Rejected	
Comments:					
<p><i>- under test for 3 months</i>  <i>- under tracking to see his performance</i>  <i>- after 1 month will give the final decision and final approval for not -</i>  <i>- we need at least 2 D.C. abs site</i></p>					
 <b>09 DEC 2019</b> 					

Engineering:					
Reviewer Name:		Signature:		Date:	7/12/2019
Approver Name:		Signature:		Date:	8/12/2019

Contractor:					
Name:	Ahmed Riad	Signature:	A. Riad	Date:	9/12/2019

التاريخ: 1439/09/04 هـ

الموافق: 2018/05/20 م

شهادة خبرة وإخلاء طرف

Experience & clearance certificate

<b>Name: Ahmed Riyadh Gad Al-Mola Ahmed</b>
<b>Nationality: Egyptian</b>
<b>Id. No: 2403020213</b>
<b>Position: Document Controller</b>
<b>Service Period : 3 Years</b>
<b>From : 20/05/2015</b>
<b>To : 20/05/2018</b>
<b>Total Salary: 3500 RS</b>

<b>الاسم : أحمد رياض جاد المولى أحمد</b>
<b>الجنسية: مصري</b>
<b>رقم الهوية: 2403020213</b>
<b>الوظيفة: منسق مستندات</b>
<b>مدة الخدمة: 3 سنوات</b>
<b>من: 2015/05/20 م</b>
<b>إلى: 2018/05/20 م</b>
<b>الراتب الإجمالي: 3500 ريال</b>

**International Aramoon Company.**  
Certifies that who is named above has ended his service with the company, and his clearance has done with company, and not a creditor or a debtor with any benefits for company, and we give this certificate by based on his request without any liability whatsoever on the company.

تشهد شركة عرمون الدولية بأن المذكور الموضحة بياناته أعلاه قد انتهت خدماته لدى الشركة , وتم إخلاء طرفه وليس له أو عليه استحقاق لدى شركتنا وقد تم منحه هذه الشهادة بناء على طلبه دون أدنى مسؤولية على الشركة.

الشركة



شركة عرمون الدولية المحدودة

ياسر محمد العلويط

مدير الموارد البشرية والشؤون الإدارية





## شهادة خبرة

### Experience Certificate

تشهد شركة مسماك للإنشاء والتطوير

بأن الموظف / أحمد رياض جاد المولى أحمد، مصري الجنسية، يحمل إقامة رقم (2490025265) الرقم الوظيفي (30209) عمل لدينا بوظيفة منسق مستندات (Document Controller).

وذلك من تاريخ 2019/11/30م وحتى تاريخه، بمشروع وزارة الإسكان ديار الحسا مشروع تنفيذ اعمال رفع الكثافات للبنية التحتية الأساسية.

وخلال فترة عمله عُرف المذكور على أنه موظف مُجد، وذو قدرات عملية جيدة، وحسن السير والسلوك، ومخلص في عمله ويحظى باحترام كبير من قبل رؤسائه وزملائه على حد سواء.

وقد تم إعطائه هذه الشهادة بناء على طلبه وذلك دون أدنى مسئولية تجاه الشركة.

والله الموفق،

شركة مسماك للإنشاء والتطوير

