

# MOHAMED ABDELAAL

( DOCUMENT CONTROLLER )

Jeddah; Saudi Arabia

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[www.linkedin.com/in/mohamed-abdelaal-35aa1129b](http://www.linkedin.com/in/mohamed-abdelaal-35aa1129b)

## CAREER SUMMARY:

Successful Document Controller with over "8 years of experience in construction projects, with a proven track record in managing document workflows and supervising the coordination of official letters and correspondence. Highly proficient in documenting requests and improving related processes, ensuring data integrity, and compliance with established standards. Skilled at fostering collaboration among team members and delivering accurate results that contribute to achieving project goals. Throughout my career, I have continuously developed my skills and committed myself to performing assigned tasks with the highest levels of professionalism and quality.

## Core Competencies:

- . Enhanced document retrieval efficiency by 30% through improved tracking systems.
- . Reduced document processing time by 25% by streamlining workflows.
- . Achieved 100% compliance in audits by implementing robust document control practices.

## Core Competencies:

- Tracking project progress
- Preparing the required reports.
- Ensuring compliance with inspection requests
- Ensuring compliance with follow up letters.
- Handling the material submittal.
- Established a centralized tracking system to facilitate easy updates and retrieval of documents.
- Scanned and digitized all relevant new documents, contributing to a paperless environment.
- Ensured accuracy in dispatch documents. maintaining meticulous filing of all project-related materials.
- Issued and distributed controlled copies of project information, ensuring team members had access to the Latest documents.
- Managed and maintained the Aconex-Procore-sharepoint Document Control System. enhancing data accessibility.
- Pr.vided guidance on document management procedures and rmethods for accessing systems.

## EXPERIENCE:

### • 2023 – PRESENT:

“Document controller” at (Ali Shar Contracting Company)  
Project: Shoaiba-Quiza Water Transmission system – WITCO

### • 2021–2023:

“Document controller” at (National Grid Company)  
Supervisory of delivery process, ensuring commitment of time schedule, communication with the consultant partners.

• 2018 – 2020:

“Document controller” at (Misr engineering development company) Admin department

• 2015 – 2017:

“Document controller” at (Saudi Mutamaiza Contracting Company)

Admin department

For Engineering consultant group at Making Golf community 2 (the finishing and MEP works for 143 villas.

• 2013 – 2015:

“Document controller” at (Bin Laden Company)

.Administration Department of Bin Laden Group in the Taif Prisons Authority Construction Project (Nabih Infrastructure and Finishing Works Zone 6 & 7 & 11 & 13).

### **SKILLS:**

- Industrial Technical Institute (2012)

- Diploma in “mapping G.I.S

### **OTHER TECHNICAL SKILLS**

✓ Ereporting

✓ Microsoft Office

✓ SharePoint

✓ Aconex

✓ ProjectWise

✓ Oracle Unifier

✓ AutoCAD

- MS office programs, very good.

- Data analysis.

- Very good communication skills

- Very good in English language.

### **PERSONAL DATA:**

D.O.B: ( 01 / May / 1991 ) Egyp ian, Married,



<b>TO:</b> ASCC (ALISHAR Contracting company).	<b>FROM:</b> Engr. Mamdouh Sayed Azmy (PM) SCEC (Khatib & Alami)
REF No : ASF-EF-L-1464 Date : 18.02.2026	OUR REF.: EF-ASF-L-2200 Date : 19.02.2026
CC: Engr. Abdulaziz AlShehri / Project Manager/ <b>SQWTS - B Project/ WTCO</b>	
Pages: (1)	FILE No. : QD40
<b>PROJECT: Shoaiba Quaiza Water Transmission System-B</b> <b>SUBJECT: ASF-EF-L-1464_PROPOSED CV FOR DOCUMENT CONTROLER Mr. MOHAMED ABDELAAL ABDELHAMED.</b>	

Dear Sir,

With reference to the above-mentioned subject and your submission of the CV for the position of **DOCUMENT CONTROLER**, please be advised that Khatib & Alami (K&A) has reviewed the CV of **Mr. MOHAMED ABDELAAL ABDELHAMED**.

Based on the review of the submitted CV, K&A hereby confirms No Objection to the appointment of Mr. MOHAMED ABDELAAL ABDELHAMED for the specified position, the candidate is Accepted.

Best regards,

Mamdouh Sayed Azmy

Project Manager



**Attachment:**

- ASF-EF-L-1464\_PROPOSED CV FOR DOCUMENT CONTROLER Mr. MOHAMED ABDELAAL ABDELHAMED.

Prepared By:	Page 1 of 1	Ref. No: EF-ASF-L-2200
Signature:		Date: 19.02.2026

**ALISHAR****شركة علي شار للمقاولات**  
CONTRACTING COMPANY

FROM: ASCC (ALISHAR Contracting Company)	TO: Engr. Mamdouh Sayed Azmy (Project Manager) SCEC (Khatib & Alami)
OUR REF: ASF-EF-L-1464 Date: 18/02/2026	YOUR REF: Date:
CC: Engr. Abdulaziz AlShehri, Project Manager - WTTCO - SQWTS - B Project	
PAGES: ( 8 )	FILE No.: ZG25
<b>Project: SHOAIBA QUAIZA WATER TRANSMISSION SYSTEM – B</b>	
<b>Subject: PROPOSED CV FOR DOCUMENT CONTROLER Mr. MOHAMED ABDELAAL ABDELHAMED</b>	

Dear Mr. Mamdouh Sayed Azmy,

Related to the above-mentioned subject, please find th attached PROPOSED CV FOR DOCUMENT CONTROLER.

\* Mr. MOHAMED ABDELAAL ABDELHAMED

This is for your kind review and approval.

Regards,



Alishar Contracting Company



## Experience Certificate

This is to certify that Mr./ **Mohamed Abdelaal Abdelhamid**

who held the position of Document Controller, was employed at from 15 / 11 /2023 to 15 / 12 / 2025

During his tenure with us, he demonstrated a high level of commitment and professionalism. He excelled in managing and organizing documents, ensuring smooth workflow in accordance with established policies and procedures. His responsibilities included:

- Organizing and archiving project-related documents and official correspondence.
- Issuing and distributing controlled copies of documents to relevant teams.
- Using document management systems such as SharePoint and Meridian to ensure easy and secure access to data.
- Monitoring updates and revisions in documents and ensuring the removal of outdated versions.
- Preparing reports on workflow status and compliance with client requirements.
- Coordinating with engineering and administrative teams to ensure the availability of up-to-date information.

He was a model of discipline and dedication, and played an effective role in supporting the team and contributing to the success of various projects.

Accordingly, this certificate has been issued upon his request, without any liability on the company.

With sincere thanks and appreciation.





## شهادة خدمة | Service Certificate

Date: 2015/11/14 التاريخ:

TO WHOM IT MAY CONCERN

الى من يهمه الأمر

The Saudi Binladin Group - Contracting certifies that  
the employee mentioned below has worked for SBG-  
Contracting during the period:

تشهد مجموعة بن لادن السعودية - المقاولات بأن  
السيد الموضح بياناته ادناه قد عمل لديها منذ:

From:	2013/03/25	تاريخ:
To:	2015/11/14	وحتى تاريخ:
Name:	Mohammed Abdelaal Abdelhamid محمد عبدالعال عبدالحميد	الإسم:
Nationality:	Egyptian مصري	الجنسية:
ID No:	2369216250	رقم الهوية:
Passport No:	A30764815	رقم الجواز:
Emp. No:	4827033	الرقم الوظيفي:
Job Title:	Document controller مراقب مستندات	مسمى الوظيفي:

And he is released without any prejudice to SBG, this  
certificate was issued upon his request, without any  
financial obligations towards the company.

ولقد أطلّى طرفه من قبلنا وليس عليه أية عهد مالية  
وقد أعطيت له هذه الشهادة بناء على طلبه دون أدنى  
مسؤولية على المجموعة.

Best Regards

وتقبلوا فائق التحية والاحترام



إدارة الموارد البشرية  
Human Resource Department



# ECG

مجماعة المهندسين للاستشارات  
ENGINEERING CONSULTANTS GROUP

## CERTIFICATE OF APPRECIATION

Presented to

Mohammed Abdelaal Abdelhamid  
(Document Controller)

In Appreciation of contribution towards making Golf Community 2  
(The finishing and MEP works for 143 villas)  
Vision reality in January 2018

Hesham El-Sammak

Project Manager

Engineering Consultant Group

King Abdullah Economic City



شركة المراسم السعودية المتميزة للمقاولات  
Saudi Marasem Mutamaiza For Contracting Co.



# Experience Letter

This is to certified that Mr.Mohamed Abdelaal Abdelhamed has been

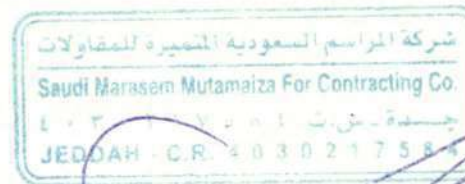
**Saudi Marasem Mutamaiza Contractiny Co**

as Document Controller In Admin Department During The Peried of

1/2/2015 to 20/12/2017

This Certificate Was Issued to him upon his own request to be submitted to whom

it my concern without any liabilities to words others



MISR ENGINEERING DEVELOPMENT Co.

S.A.E.

CAPITAL: 25 Million L.E

C.R. 226132 - CAIRO



شركة مصر للتنمية الهندسية

شركة مساهمة مصرية

رأس المال المصدر : ٢٥ مليون جنيه مصري

سجل تجارى : ٢٢٦١٣٢ - القاهرة

## Experience Letter

the is Certified that Mr. Mouhamed Abd Elaai Abd Elhameed  
has been (MEDCOM MISR ENGINEERING DEVELOPMENT)  
Company.

As Document Controller in Admin Department During the  
period of (7/4/2018 – 30/6/2020)

this Certificate was Issued to him upon his own request to be  
submitted to whom it my concern without any liabilities to  
words others

Project Manager



Eng. Ashraf Abd El Karim

Head Office:

17, Nagib Basoni St., Heliopolis Cairo

Tel.: 27744094 - 27744968 - 27745008

Fax : 27745431

P.O. Box: 2962 Horia, Heliopolis

Website: [www.medcomegypt.com](http://www.medcomegypt.com)



المركز الرئيسى : ١٧ شارع نجيب بسيونى متفرع من فريد سمكة  
الكلية الحربية - مصر الجديدة - القاهرة

تليفون : ٢٧٧٤٥٠٠٨ - ٢٧٧٤٤٩٦٨ - ٢٧٧٤٤٠٩٤

فاكس : ٢٧٧٤٥٤٣١

ص.ب : ٢٩٦٢ - الحرية - هليوبوليس

E.mail: [info@medcomegypt.com](mailto:info@medcomegypt.com)



International Academy

This Is To Certify That

Mohamed Abdelaal Abdelhamid Mansour

Has Successfully Completed The Academy Program

And Passed The Final Examination In The Field Of

Total Station – Level – GPS

Surfer–Autocad 2d–Civil3D–Prolink–Sokkia Linke–Excel

Duration : 72 Hours

Degree : Excellence

Issued In I.A.T On : 20/07/2024

Serial Number : 8919526



*Lawrence Wright*

*Lady Margaret Hall*





## بيان نجاح

Al Dawlya of Science And Technology

الدولية للدراسات والتكنولوجيا والتدريب

بعد الرجوع الى قاعدة البيانات الإلكترونية بالدولية

اشهار رقم 21966

نشهد بان / محمد عبد العال عبد الحميد منصور

الرقم القومي / ٢٩١٠٥٠١١٢٠٢٥٣١

قد اجتاز/ت بنجاح برنامج نظم المعلومات الجغرافية

لمدة عامين لسنة ٢٠٢٤ وفيما يلي بيان بدرجات البرامج بالتقديرات

المرحلة الأولى:

البرنامج	مكتب فنى	خرائط	مبادئ مساحة	أوتوكاد	جهاز الميزان	ArcGIS
التقدير	جيد جداً	جيد	إمتياز	إمتياز	جيد جداً	جيد

المرحلة الثانية:

البرنامج	GPS Station	حاسب ألى	تقسيم أراضى	GIS	Total Station	المشروع
التقدير	جيد	جيد	جيد جداً	إمتياز	جيد جداً	إمتياز

ونشهد للمتدرب/ة بحسن الخلق والقدرة على اكتساب مهارات تعليمية جديدة

التقدير العام (إمتياز)

توقيع المدير

مركز تدريب معتمد  
الدولية للدراسات والتدريب



شئون التدريب