



Mohammed Saad Abdul Hammed Badwy.
Position: Senior Document Control (16 Years' Experience)

EDUCATION

B.S.C of Arts & Education. June 2007
Faculty of Arts and Education - Assiut university

PROFESSIONAL SKILLS

Team Work Management
Quality Management

PERSONAL SKILLS

Communicative
Punctuality
Creativity
Organized
Motivation
Ability to Work Under Pressure
Problem Solving and Decision Making

LANGUAGES

Arabic : Native Language
English : Excellent
French : Good

Personal Details

Date of birth: August 21th
1986

Nationality : Egyptian

Martial : Married. Muslim

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CERTIFICATION

- **ICDL**
(Windows 7 – word – Excel – Power Point – Access – IT- Internet)
- **Accounting Commercial Application by Computer.**
- **Typing (English, Arabic).**
- **AUTODESK**
AutoCAD 2D Basic Application.
- **Oracle Aconex**
- **Primavera project management P6**

ORACLE Aconex

WORK EXPERIENCE

- ❖ **Cap France Bat, Riyadh, SA.**
(from 07 / 2011 till now)

Position: Senior Document Controller

PROJECTS

- 1- **NIC National information center tier3, Riyadh. SA.**
Duration: 3 years (2012-1015) Cost: 789 M - SAR
- 2- **CMP commission and mission opportunity, Riyadh.**
Duration: 2 years (2015-1017) Cost :89 M SR
- 3- **ADC Academic Data Center tier3 (Riyadh –Naief Academy)**
duration And cost: 1 years 2017-1018 – 60M , SR
- 4- **CKA : Central kitchen building at (Riyadh –Naief Academy)**
- 5- **WSB : Women Section Building at (Riyadh –Naief Academy)**
- 6- **High Commission Of Industrial Security, Riyadh.**
duration And cost: 3 years 2018-2021 – 512M , SR
- 7- **ZACTA temporary headquarters buildings B2-Link building project , Saudi Customs (Riyadh – EXIT 9)**
duration And cost: 9 months 2021-2022 – 45M , SR
- 8- **GB2 (Granada Building 2) MOF Project – Exit 8**
- 9- **PNU3F Project – Prince Nora University Package 3 First Group Buildings work.**
- 10- **THO- TAQEEM Head Office : 04-2022 till now**

Consultants :



Owners :



Consultants :

- ZFP “ZUHAIR FAYEZ PARTENERS”
- ARCHEN ENGINEERING.
- AECOM
- FA Consultants.

Client / Owner :

- MOI
- PPS
- Zakat ,Tax and Customs Authority
- TAQEEM
- MOF

Responsibilities

1. Deal with the consultant and owner.
2. Revise the documents before submit to consultant.
3. The implementation of the control of documents and work always updated for the files and give the updated version to the project team
4. Organize the project documents and implementation of document distribution matrix with site team.
5. Management of all project documents, which include (Engineering - correspondence – Drawings) that were created by the company and approved by the consultant / owner and documents related to sub-contractors.
6. Full coordination with consultant regarding the documents submission in order to get Quality Assurance plan to avoid any mistakes in the future during the construction
7. Review and reply of all correspondence from Client, Consultant and Sub Contractors with full coordination with PM.
8. Preparation of daily, weekly and monthly report under the guidance Of Project Manager.
9. Answer the consultant, management and subcontractors for their Queries.
10. Assisting department with queries on documentation requirement and submissions.
11. Co-ordinate with all departments and provide necessary helps.
12. Dealing with all suppliers and vendors.
13. Design Tracking Logs Updated with summary for Commented documents (A-B-C&D-under review) and delay dates for each type of the documents.
14. Design New Design New templates as per project requirements that's can be support the work in the project (IR-MIR-MT-SCR-RFI,..... etc.).



مجموعة بن لادن السعودية
SAUDI BINLADIN GROUP



dar al-handasah
shair and partners



15. Implementation of document control procedure.
16. Ensure that documents are easily retrievable and can be readily compiled into the handover package and archives at the end of the project.
17. Training new employees to work as document controller

❖ **Saudi Bin Laden Group Company (ABCD) Riyadh, SA.**
(*From 1/ 2009 up to 7/2011*)

Position

Document Controller

PROJECTS

- MOI Phase II (Naif Academy Dammam Road)
- PNU (princess Nora University) airport Way.
- KSAU (King Saud University).
- MOI Phase II (Al - Hair Prison Extension)



Responsibilities:

- 1) Submitting the documents (IR-SCR-DWGS ,.... Ect) to consultant
- 2) Review and reply of all correspondence from Client, Consultant and Sub Contractors.
- 3) Implementation of document control procedure.
- 4) Answer the consultant, management and subcontractors for their queries.
- 5) Co-ordinate with all departments and provide necessary helps.
- 6) Managing and coordinating a professional team – provide proper training,
- 7) Save documents in the right place where it can be easily accessible to all internal departments that relate to project management
- 8) To ensure the tasks of the functions of the document controller to provide support for projects management by creating records and project files (filing system).
- 9) Recording is correctly and accurately for all documents on the project alone and coordination with projects management
- 10) Working on program primavera contract manager (PCM)
- 11) Reports to Project Management (projects manager).
- 12) Distribution the documents to site team .

❖ **Nasser Secondary School Egypt, Assiut.**
(*From 1/ 2008 up to 12/2008*)

Position

English Teacher

Thanks for reading my CV