

Salah Mohamed Ahmed

Document Controller



PERSONAL DETAILS

Nationality: Egyptian
Marital Status: Married
Date of Birth: 30 March 1986
Notice Period: Immediately Available
Mobile: 0572301001/ 0563465582
E-mail: mksa62014@gmail.com

OBJECTIVE

Seeking a Document Controller position in a well-established firm to use my education and experience in a way that benefits the company

PROFESSIONAL EXPERIENCE

Experience in Saudi Arabia

Arabtech Jardaneh International for Consultant Engineering-Aji Sep 25 -Till Now
Site Document Controller-Saudi Downtown Projects-AI Madinah

Khaled Al fagih Engineering Consultancy Company July 24-July 25
Site Document Controller-Dallah Hospital-Arid Dist.- Riyadh

Sabbagh Engineering Consultants and Associate Feb 23-jan 24
Site Document Controller-SAL-MOC Project-Riyadh

FMSCO - Field Modern Solution Trading & Contracting Co 2022 - 2023
Corporate Document Controller - Neom Projects

Rowad Al Riyadh Contracting Company - Riyadh - Head Office 2021 - 2022
Technical Data Specialist/Document Controller- Technical Office Department

MOBCO for Civil Construction Al-Madinah Al Munawara - Saudi Arabia 2019 - 2021
Document Controller
Project: SFHM Project

DEPA Interior Contractor – Riyadh, Saudi Arabia 2017 - 2019
Document Controller
Project: Aqua Raffles Hotel Project-Jeddah

SBG - Makkah - Saudi Arabia 2007 - 2016

Document Controller 2013 - 2016

Project: SBG/ Kudai Towers Project

Responsibilities:

- Quality checking, registering, classifying, managing, tracking, filing and transmitting.

- Preparing, recording, submitting and tracking Inspection Requests (IRs).
- Maintain and Update Incoming and Out-going correspondences.
- Ensure project documents and technical documents are logged efficiently.
- Record and update Documents in Primavera

Project Document Controller

2010 - 2012

- SBG & Piazzas & Service Building-Holy Mosque Expansion Project

Responsibilities:

- Managing, tracking IRs, SHD and all Project Technical Documents.
- Record, Tracking and update Construction Joint Log.
- Perform other task as per the request of the management team

DC Assist & Admin Assistant – Cost Control Department

2007 - 2010

Project: SBG & Makkah Royal Clock Tower Project

- Checking/validation/verification of all documentation, including correct numbering, revisions, status, format, title and legibility
- Preparing and updating Sub-Contractors daily report.
- Scanning, Copying, filing MIV, MRV, etc.
- Perform other task as per the request of the cost Control team

Experience in Egypt

Hurghada - Egypt

2005 - 2007

Technical Support

2006 - 2007

Project Name: TE Data (We) & Telecom, Egypt

- Checking status of all systems and hardware.
- Responding to help requests from staff members or clients.
- Installing and configuring new systems and hardware.
- Running reports on systems and hardware status.
- Replacing malfunctioning or damaged hardware.
- Troubleshooting software

Sales Associate

2005 - 2006

Project Name: Bazaar/ Mashrabiya Resort Center

- Checking status of all systems and hardware.
- Responding to help requests from staff members or clients.
- Installing and configuring new systems and hardware.
- Running reports on systems and hardware status.
- Replacing malfunctioning or damaged hardware.
- Troubleshooting software

EDUCATION

- | | |
|-------------|---|
| 2019 - 2026 | Faculty of Business Science
Blended Education Center- Cairo University (E-Learning) |
| 2003 - 2005 | Technological College
Commercial Technical Institute for Computer Studies-South Valley
Ministry of Higher Education-Egypt |

COURSES & TRAININGS

- Information Technology & Computer science
- Amadeus Diploma (GDS)
- Surveying Programs (AutoCAD, Prolink, Surfer, Civil 3d)
- Solar Photovoltaics Diploma (On Grid, Off Grid, Pump)
- Online Soft Skill Courses
- Online Marketing Courses
- Online Oracle Aconex course

KEY SKILLS

Highlights of Qualifications:

- Ability to Supervising all site documentation: receive, track, and monitor documents using standard document management program
- Ensure the effective running of the day-to-day activities.
- Organizational and communication skills

COMPUTER SKILLS

- MS Office
- Oracle Aconex (good exp)
- Oracle Unifier (Good exp)
- InEight (V. good exp)
- PMWeb (V. good)
- Primavera
- Amadeus (GDS)
- IT Knowledge
- AutoCAD Background Mother Tongue
- Professional Internet user

LANGUAGES

- English & Arabic