

AHMED SABRY BADR SHERIF

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Visa/work status: Transferable - **Driving License:** Valid

EXECUTIVE SUMMARY

Lead Document Controller with 14+ years of experience in EDMS and ISO 19650-aligned CDE across giga projects. Ensures full lifecycle control, audit-ready delivery, and complete traceability while enabling data-driven project controls across EPC, PMC, PMO, and client environments.

CORE SKILLS AND COMPETENCIES

- Enterprise Document Control & PMO Governance across giga and mega projects.
- EDMS & CDE Management (Oracle Aconex, Unifier, Procore, SAP, SharePoint, Odo).
- ISO Compliance.
- Quality Assurance (QA) & Quality Control (QC) in Document Management.
- Document Control Audits, NCR Management & Corrective Actions (CAPA).
- Full Document Lifecycle Management (Registers, RFIs, Submittals, Transmittals).
- CDE Implementation & Single Source of Truth Architecture.
- Project Controls Integration (MS Project and Power BI).
- Collaboration & Productivity Tools (Visio, Adobe Acrobat Pro, and MS Office 365).
- Information Management Planning (IMP) & Project Execution Plans (PEP).
- Metadata Management, Audit Readiness & Revision Control.
- Stakeholder Coordination across EPC, PMC, PMO & Client Environments.
- Team Leadership & High-Performance Document Control Operations.
- Workflow Optimization, Automation & Risk Mitigation.
- Data Analytics-Driven Reporting, KPI Tracking & Decision Support.

PROFESSIONAL EXPERIENCE

Nov. 2025 – Present

Lead Document Controller

Saudi Pan Kingdom Company (SAPAC)

Al-Madinah, KSA

• Demolition of King Abdullah WAQF Project

- Orchestrated 99% on-time document distribution within a 2-hour SLA, overseeing end-to-end workflows in a high-volume giga project environment.
- Attained 97% on-time document registration following deployment of a scalable tracking system.
- Engineered a hybrid document register system integrating physical and digital records, enhancing accessibility and control.
- Optimized operational costs via process standardization and workflow refinement.
- Elevated reporting through KPI-driven dashboards, strengthening decision-making.

Mar. 2025 – Oct. 2025

Lead Document Controller

Raghad Al-Shammry for Architecture contracting

Hafar Al-Batin, KSA

• Head Office

- Curtailed procedural errors by 35% through implementation of a RACI-based Document Distribution Matrix (DDM).
- Unified document control practices across multiple sites, ensuring governance consistency.
- Contained cost overruns by reinforcing centralized document control frameworks.

Aug. 2024 – Feb. 2025

Lead Document Controller

CSCEC INTERNATIONAL CONSTRUCTION

Beijing, China

• Head Office

- Secured 99.5% document accuracy and full compliance via DNP/WBS and revision control enforcement.
- Governed 100% latest-revision control across all project documentation.
- Expedited project cycle time by 15% through cross-team coordination.
- Produced 100% on-time executive reporting, enabling leadership decisions.
- Instituted CDE & EDMS as a single source of truth across EPC and PMC environments.

Oct. 2023 – Jul. 2024

Senior Document Controller
Mfaheem Al-Emar for trading and contracting

Riyadh, KSA

• Technical Office

- Accelerated document retrieval by 80% (15 → 3 minutes) through system restructuring.
- Upheld 99.5% document quality compliance while mentoring junior staff.
- Eradicated filing errors via improved classification systems.
- Mitigated document security risks by 90% using controlled access protocols.
- Safeguarded traceability of 25,000+ records through structured archiving.
- Delivered 97% on-time submissions, supporting project timelines.

Dec. 2022 – Sep. 2023

Senior Document Controller
MEPCON for Electrical Power and Control

New Cairo, Egypt

• El-Nakheel Compound Project

- Sustained 100% compliance with record retention policies.
- Reduced rework and confidentiality risks through enhanced governance.

Feb. 2022 – Nov. 2022

Senior Document Controller
RMC (Raafat Miller Consulting)

New Cairo, Egypt

• Swan Lake Residences Project

- Achieved 98% compliance and 100% audit pass rate.
- Enhanced retrieval efficiency by 70% and automated 90% of transmittals.

Nov. 2019 – Jan. 2022

Document Controller
Darko Construction

Giza, Egypt

• National Cancer Institute Project, Cairo University

- Administered high-volume documentation across full lifecycle in a major healthcare project.

Aug. 2015 – Oct. 2019

Document Controller
ICPW (Irrigation and Drainage Company for Public Works)

Qaliobia, Egypt

• New Suez Canal Project

- Delivered 99% document control efficiency on a national mega project.

June 2012 – July 2015

Document Controller
Construction and Reconstruction Engineering Company (CRC), Dorra Group

New Cairo, Egypt

• Blom Bank Project

- Ensured compliance with document management standards through structured systems.

EDUCATION

2008 – 2012

Banha University

Bachelor of Laws (LLB)

Qaliobia, Egypt

CERTIFICATIONS

- ISO 9001:2015 QMS and 19650 Information Management Course.
- ICDL Training Course.
- Advanced Microsoft Office 365 Course.
- Oracle Aconex Certified Admin from Oracle University.
- Access Control and Document Security Course.
- Red Crescent paramedic course.
- HSE Training Course.

LANGUAGE SKILLS

- Arabic: Native.
- English: Fluent.