

Youssef Mohamed Ramadan

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Riyadh, Saudi Arabia

EDUCATION

HELWAN UNIVERSITY

B.Sc. in Commerce (English Section) – Accounting Department

September 2017 – July 2021 (Final Grade: 78%)

PROFILE

Document Controller and Certified Aconex/Procore Administrator with over 5 years of experience supporting large-scale construction projects in Saudi Arabia. Experienced in structured document control, EDMS administration, and workflow management across Aconex, Procore, Track Workflow, and SharePoint. Proven ability to maintain compliant, organized, and efficient document management systems in complex project environments.

WORK EXPERIENCE

Document Controller & Aconex / Procore Administrator

Kun Investment Holding – On-site in Riyadh (Feb 2024 – Present)

- Coordinated project documentation flows using Aconex (EDMS), performed administrative tasks and acted as a central communication point between owner, consultant, and contractors.
- Supervised and monitored document controllers of consultants and contractors, ensuring quality, formatting, revision accuracy, timeline and compliance with project standards.
- Configured and maintained EDMS folder structures, naming conventions, and metadata to ensure consistency and efficient document retrieval across all disciplines.

Major Projects

DQ CORE Complex Phase 3 – Riyadh

- Coordinated and compiled all department's inputs for the weekly and monthly reports, ensuring accurate documentation of quality indicators, risk assessment, manpower, cash flow, safety data, milestones, progress summary table, and material delivery records.
- Managed owner-side document control coordination for over 20 subcontractors and specialized vendors, each responsible for different scopes of work.

DQ CORE Complex Phase 2 – Riyadh

- Assisted in configuring EDMS workflows and user access permissions to align with project requirements and organizational standards.
- Coordinated the collection, review, and archiving of as-built drawings, O&M manuals, warranties, and close-out documents for final project handover to operations and maintenance teams.

Arkitectonica Project Management (Consultant) – Riyadh (Feb 2022 – Jan 2024)

- Experienced in shifting from manual documentation to EDMS platforms across multiple projects.
- Trained and supported newly joined document controllers and team members on EDMS platforms, document workflows, proper uploading, and project procedures.
- Generated periodic dashboards and tracking reports from EDMS systems to monitor submission status, delays, and approval cycles.

Major Projects

Makanah Tower Al-majdiah – Riyadh

- Prepared and maintained all project logs including submittals and documents Using Procore (EDMS).
- Prepared daily, weekly and monthly reports for internal use and client reference.

Al-Sayqal Palace – Riyadh

- Managed document workflows using Track Workflow (EDMS) to handle document submittals and approvals between contractor and consultant.

ORO Square – Riyadh

- Used SharePoint (EDMS) to handle submittals and log tracking, replacing manual methods.

El-Masria Company for Engineering & Trade – Cairo, Egypt (Jul 2021 – Jan 2022)

- Prepared and issued Minutes of Meeting, official emails and letters, and followed up on responses to ensure proper documentation and timely action from relevant departments.
- Formatted and maintained documents in Microsoft Office (Word, Excel, PowerPoint, Outlook), including logging, archiving, and version control.

Major Projects

Hayah Karima project for Infrastructure - Cairo

- Managed correspondence and document exchange between contractor and consultant, ensuring full traceability and compliance.

Misr International Company for Contracting – Cairo, Egypt (Feb 2020 – Jun 2021)

- Improved document tracking accuracy by maintaining structured logs and ensuring real-time updates across project teams.

Major Projects

Dar Al Arkan Villas – New Cairo

- Supported project documentation review and approval cycle through the internal DMS platform.

TRAINING AND COURSES

- Aconex Accredited Specialist – Oracle University
- Aconex Accredited Professional – Oracle University
- Aconex Accredited Associate – Oracle University
- Procore Admin Certification: Series Certificate
- Procore Admin part 3: Manage tools and data
- Procore Admin Part 2: Configure Users & Projects
- Procore Admin part 1: Configure settings
- English Course (Level 10) – MODLE
- Accounting & Banking Internship – BLOM Bank Egypt

SKILLS

Languages:

- Arabic – Native
- English – Excellent (speaking, reading and writing)

Technical Skills:

- EDMS Systems: Aconex, Procore, Track Workflow, SharePoint, Internal DMS.
- Reporting Tools: Microsoft Office (Excel, Word, PowerPoint), Google Drive, PDF Tools.
- IT Skills: Touch Typing (Arabic/English), Troubleshooting (hardware/software).
- Communication Tools: Outlook, Gmail, Email Protocols.
- Knowledge of ISO 9001, ISO 15489 and Iso 19650 principles.

Soft Skills:

- Strong team collaboration and communication skills.
- High accuracy, Attention to detail, Analytical thinking, and effective time management.
- Adaptable with fast learning capability.