

NASSER ABDEL-HAMED BADRI IBRAHIM

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Professional Summary:

Detail-oriented and reliable Document Controller with over 2 years of experience in managing construction project documentation across high-profile developments. Proficient in document control software such as ProjectWise, Bluebeam, and Adobe Acrobat, with proven success in maintaining version control, tracking submittals, and ensuring regulatory compliance. Strong communication and organizational skills, with a solid background in project coordination and quality assurance.

Professional Experience:

Icon group - Inshaa for Development & Construction – SODIC June Project Ras El-Hekma (April 2025 – Present)

- Maintained and controlled all incoming and outgoing project documents to ensure accurate record-keeping.
- Proofread filenames, document titles, and submittal data to prevent rejections.
- Used Adobe Acrobat, Bluebeam, and ProjectWise to manage and update document logs.
- Generated control documentation and reports to support project engineers and management.
- Assigned and tracked unique document reference numbers using internal databases.

Dar Al Alamia Construction – Jifafa Industrial Complex, North Sinai (January 2024 – April 2025)

- Oversaw document control processes, ensuring adherence to contract and regulatory standards.
- Coordinated with site engineers to submit documentation in a timely and structured manner.
- Created and maintained document logs, improving accessibility and data retrieval.
- Implemented document quality checks to reduce submission errors and duplication.

Hassan Allam Sons Company – Sharm El Sheikh Power Plant (2022-2024)

- Assisted the document control team with archiving, scanning, and indexing project documentation.
- Ensured proper storage of technical documents and site records for compliance audits.

Education:

- Master's Degree in Educational Psychology

Aswan University | 2023 – Present | Excellent

- Bachelor's Degree in Computer Science

Islamic University of Minnesota, USA | May 2022 – June 2025 | Excellent

- Bachelor's Degree in Social Work

Egypt | September 2005 – June 2009 | Acceptable

Certifications & Courses:

- ICDL – International Computer Driving License
- Microsoft Office Suite (Advanced)
- Communication Skills
- Internet Research Techniques
- General Accounting Principles
- STEAM Education Courses
- English Language Courses

Key Skills:

- Document Control & Archiving
- Digital File Management

- Adobe Acrobat, Bluebeam, ProjectWise
- MS Office (Excel, Word, Outlook, PowerPoint)
- Data Logging & Record Tracking
- Quality & Compliance Monitoring
- Basic Labor & Contract Law Knowledge
- Team Collaboration & Project Support

Languages:

- Arabic – Native
- English – Intermediate to Advanced