

Ahmed Samy Khalil EL.Sharkawy

Document Controller

Experience



2024 – Present

- **Company Name: El Giza Cables**
- **Administrative Capital Project – East & West Regional**
- **Position: Document Controller**
- **Job Description:**
 - Managed documentation flow for manufacturing and infrastructure projects.
 - Coordinated document control processes between production, quality, and engineering departments.
 - Ensured proper archiving of technical specifications, quality certificates, and compliance documents.
 - Implemented digital filing system to reduce paper usage and improve accessibility.
 - Monitored revision control for engineering drawings and material submittals.
 - Supported project teams in preparing reports, MOM, LTR, and other contractual documents.
 - Assisted management with document audits and ISO compliance.
 - Trained staff on best practices in documentation and filing systems.



2022-2024

- **Company Name: Akhnaton**
- **Project: Dabur Amla Project – 10th of Ramadan City**
- **Position: Document Controller**
- **Job Description:**
 - Manage and oversee document control systems across multiple large-scale projects.
 - Ensure smooth workflow of documents between departments and external stakeholders.
 - Monitor, update, and maintain logs for all document types ensuring compliance with company standards.
 - Coordinate with QA/QC, Engineering, and Construction teams to streamline approvals.
 - Implement digital archiving and backup systems for maximum efficiency and traceability.

Contact

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Address

Helwan, Cairo, Egypt

Education

2009

**Bachelor of Management
Information system from Giza
Higher Institute in Alharam**

Grade: Good.

Expertise

- Microsoft Office
- Word
- Excel
- PowerPoint
- Sap

Language

English Good

Arabic Mother tongue

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| | |
|---------|---------------|
| English | Good |
| Arabic | Mother tongue |

2020-2022

- **Company Name: Hassan Allam Construction**
- **Project: 1000 acers Administrative capital**



- **Position: Document controller**

- **Job Description:**

- To Ensure that controlled copies of latest approved documents and drawings are distributed to the appropriate staff
- Submit and receive documents through Outlook emails.
- To maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- To maintain the files and control logs as required by the project.
- **Organize** and operate the communication network so that documents can be transferred correctly between all parties involved in the Project/Department.
- Initiate documentation system and deal with QC and T.O.
- Save all documents on the computer and in a file Update all documents within the logs.
- Prepare, RFI, RFP, MIR, WIR, MTS, TDS, MOM, LTR, Shop Drawings & As Built Drawings Submittals.
- To maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.

2017-2020

- **Company Name: Kharafi National**

- **Project: Up town Cairo, PKG # 88.107, Infra Structure, Roads, and Landscape, Works**

- **Position: Document controller**

- **Job Description:**

- Operate the archive.
- Receive, Send out all submittals and correspondences.
- Distribute, copy, and archive all submittals and correspondences.
- Distribution of the required documents as per the authorized manager's direction.
 - Maintenance of document logs (Registers) for each type of documents and correspondence.
- Dealing with different kinds of printers, plotters, and work.



2016 -2017

- **Company Name: Kharafi National**

- **Project: Uptown Cairo PKG#64 Permanent Construction Works-Roads and Infrastructure**

- **Position: Assistant document controller**

- **Job Description:**

- Scanning and monitoring all documents on PC as a soft copy.
- Renaming and distributing all documents and files to the concerned departments.
- Archiving all documents and drawing as hard copies in a proper and systematic way.

