

ABDALLAH AHMED KHALIFA

Document Controller at AL-Ramsat

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Riyadh, Saudi Arabia

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OBJECTIVE

I am a dedicated Document Controller with extensive experience in managing, organizing, and safeguarding project documentation. Skilled in revision control, compliance with FIDIC standards, and audit preparation, I excel in streamlining workflows and ensuring quality. I am seeking opportunities to leverage my expertise in a dynamic organization that values precision and operational excellence.

EXPERIENCE

Document Controller

AL-Ramsat

May 2023 – Present

Riyadh, Saudi Arabia

- Organize and store project drawings, contracts, and reports.
- Track and update document versions to maintain accuracy and consistency.
- Ensure compliance with industry standards, FIDIC requirements, and local regulations.
- Collaborate with project teams, engineers, and contractors to streamline workflows.
- Manage audit preparation and maintain systematic storage for physical & electronic records.

Sales & Technical Specialist

Alansar for Copiers & Printers

Jan 2018 – Nov 2020

Cairo, Egypt

- Provided technical assistance, troubleshooting, and maintenance for digital printing equipment.
- Managed product demos, trained customers, and ensured prompt support.
- Maintained inventory and negotiated pricing & service agreements with customers & vendors.

IT Specialist

Al-Faris Real Estate Company

Jan 2017 – Dec 2017

Qatar

- Maintained and implemented hardware & software systems for seamless communication.
- Integrated various company sectors and ensured electronic data flow.
- Created self-help documentation to enable team members to resolve common issues.

IT Specialist

Alarabia for Printers

Nov 2008 – 2017

Egypt

- Installed, configured, and updated OS/software for computers, copiers, and printers.

KEY SKILLS

Document Control

Aconex

FIDIC Knowledge

Microsoft Excel

IT Troubleshooting

Project Management

Communication

Sales Management

AutoCAD (Basic)

EDUCATION

B.Sc. Dar Al Uloom

Minia University

2012 – 2016

Minia, Egypt

- Focus on Humanities, Language, and Literature Studies.

CERTIFICATIONS

FIDIC Training Certificate

Professional Engineers Institute

Jan 2024 – Feb 2024

- Specialized training in FIDIC contract management, risk allocation, and dispute resolution.

Electronic Circuit Maintenance

Misrya Academy

No Expiry

- Technical knowledge in circuit troubleshooting and hardware support.

Telecommunication Training

National Telecommunication Institute

No Expiry

- Completed program focusing on telecom infrastructures and system integration.

- Performed troubleshooting, backups, and routine maintenance.
- Coordinated with vendors for hardware repairs and replacements.

PROJECTS

Elsewedy Electric Office

AL-Ramsat

📅 Jun 2024 – Feb 2025

- Oversaw document organization and ensured compliance with project standards.
 - Streamlined workflows to meet strict deadlines and regulatory requirements.
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Lagardere Travel Retail

AL-Ramsat

📅 Jan 2025 – Feb 2025

- Handled retail operations, procurement, and vendor relations.
 - Implemented best practices to boost operational efficiency and sales performance.
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Riyad Bank Warehouse

AL-Ramsat

📅 Oct 2024 – Feb 2025

- Managed inventory control, security, and logistical coordination.
 - Ensured compliance with banking and financial regulations.
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KAPSARC Warehouse

AL-Ramsat

📅 Feb 2024 – Jan 2025

- Oversaw warehouse operations, supply chain coordination, and inventory management.
 - Maintained safety and operational standards to optimize distribution.
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Riyad Bank

AL-Ramsat

📅 Mar 2024 – Dec 2024

- Focused on documentation, compliance with banking regulations, and resource allocation.
 - Enhanced security protocols and streamlined processes between multiple teams.
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KAPSARC College

AL-Ramsat

📅 Jan 2024 – Aug 2024

- Managed documentation with Aconex and ensured seamless coordination among stakeholders.
- Utilized Microsoft Excel for data analysis, reporting, and project tracking.