

# ABDELRAHMAN ELSAYED ALI

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Completed Military Service



## OBJECTIVE

I am looking for a challenging position where I could be a productive and contribute member of team or organization to utilize my 5 years of work experience in the field of Document Control, Office Administration and Project Support Service

I will be most suited for the position of **SR. Document Controller** to manage and coordinator the document control functions and project support services of Document Control Center in project Control Department with special attention towards the Quality Management System, Project Quality Plan, Project Planning & Project Scheduling



## EDUCATION

[Zagazic University]

- Bachelor of Laws
- Graduation Year: 2013
- Grade: Acceptable



## EXPERIENCE

**PROJECT:** IL Monte Galala

**CLIENT:** Tatweer Misr

**Project Management:** Chrome

**EMPLOYER:** Chrome

**POSITION:** Document Controller at Facility Management

**DURATION:** December 2020 Till Now

**PROJECT:** Central Business District at New Administration Capital

**CLIENT:** New Urban Communities Authority (NUCA)

**CONSULTANT:** Dar Al-Handasah Consultants

**MAIN CONTRACTOR:** China State Construction & Engineering Corporation Ltd (CSCEC)

**EMPLOYER:** CSCEC

**POSITION:** Document Controller

**DURATION:** August 2019 to August 2020

## **RESPONSIBILITIES:**

- Receiving all drawings, the procedures and the specifications from the engineering and all the suppliers and the vendors
- Checking the revision and supersede the old revision and putting the required stamp
- Introducing all the drawings and documents information into the database and keep the database up-to-date
- Receiving all the technical queries, RFIs (Request for information), different reports, ITPs, MOSs, shop drawings etc... From the subcontractors and make the required control sheets for each subcontractor with each kind of documents to know exactly
- Analysis all the data in database for creating all the requested reports and answering all required queries
- Answering and helping everyone to provide him with the necessary information of the drawings and documents status and the circulation of the drawing between engineering to the subcontractors.

**PROJECT:** BENBAN SOLAR STATION

**CLIENT:** ALCAZAR ENERGY EGYPT SOLAR

**MAIN CONTRACTOR:** TSKE

**EMPLOYER:** CLEVER GLOBAL DEPLOYED IN TSKE

**POSITION:** DOCUMENTS CONTROLLER

**DURATION:** OCTOBER 2018 TO JUNE 2019

## **RESPONSIBILITIES:**

Working as a project documents controller for TSK-Enviromena project at Aswan, Egypt at BENBAN solar park for the 4 plots with total capacity of 256 MWp

- Handling all site administration about worker and equipment on plate form (SerCAE) and reviewing and validation the required documents and print their access cards
- Receiving work permit from subcontractor and filling
- Ensure all documentation provided is as per Client quality formatting requirements.
- Ensure all templates used with the department conform to the Company standard.
- Make contact with all subcontractor in order to introduce them to the project and the documents need to access to the site.
- Produce and maintain Document Progress Reports to Project Managers.
- Keeping track of pending items/action that appears as a result of a. incident investigations. b. audits,
- Filling all documents
- Uploading all documents on Dropbox.
- Supporting to Social Department.
- Preparing Monthly Social Statistics report and update (e.g., email, telephone calls).
- Preparing monthly reports presenting the status of ongoing or completed activities as per the above.

- Preparing Manpower Report.

**PROJECT: ERC PROJECT**

**CLIENT: ERC (EGYPTIAN REFINING COMPANY)**

**MAIN CONTRACTOR: GS E&C**

**EMPLOYER: GS E&C**

**POSITION: DOCUMENTS CONTROLLER**

**DURATION: AUGUST 2017 TO SEPTEMBER 2018**

**RESPONSIBILITIES:**

- Preparing piping report and support report
- Handling all the documentation in site for work
- Introducing all the drawings and documents information into the database and keep the database up-to-date
- Supporting of material control engineer by check all material in ISO Drawing finished in the site
- Responsible in arranging and filing all project documents InSite
- Arranging Manpower sheets
- Responsible in checking site employee`s attendance and leaves
- Organizing all the ISO Drawing
- Receiving drawing and document revisions from Home Office, replace the superseded revisions by new ones and keep the superseded documents accessible for information
- Working directly under the construction manager
- Supporting Korean supervisors
- Responsible for all the permissions
- Responsible for the penalties, suspension and termination

**PROJECT: ERC PROJECT**

**CLIENT: ERC (EGYPTIAN REFINING COMPANY)**

**MAIN CONTRACTOR: GS E&C**

**EMPLOYER: APN CO LTD**

**POSITION: DOCUMENTS CONTROLLER**

**DURATION: SEPTEMBER 2016 TO JULY 2017**

**RESPONSIBILITIES:**

- Preparing PWHT and Preheating reports and submit to the QC/QA Deputy manager
- Receiving all the charts from the supervisors for the reports and checking them with the QC/QA Deputy manager
- Preparing the daily report for production and submitting directly to the General Manager
- Contacting the main contractor in case of any issue

- Scanning all the report and archiving it
- Arranging the entry and exit gate passes
- Responsible of the personal protective equipment
- Building the DATA BASE for the work flow and process
- Arranging the reports of regulation monthly
- Revising the time sheet with the direct manager and helping with the payroll
- Being a team leader and submitting direct reports to the department manager

**PROJECT: ERC PROJECT**

**CLIENT:** ERC (EGYPTIAN REFINING COMPANY)

**MAIN CONTRACTOR:** GS E&C

**EMPLOYER:** ARGUS CO LTD. (10 OF RAMADAN CITY) LAYDOWN SHOP

**POSITION:** DOCUMENTS CONTROLLER

**DURATION:** JULY 2015 TO AUGUST 2016

**RESPONSIBILITIES:**

- Preparing PWHT and Preheating reports and submit to the QC/QA Deputy manager
- Preparing the daily report for production and submitting directly to the General Manager
- Contacting the main contractor in case of any issue
- Scanning all the report and archiving it
- Arranging the entry and exit gate passes
- Responsible of the personal protective equipment

**PROJECT: EAGRIUM (ENPC)**

**CLIENT:** ENPC (EGYPTIAN NITROGEN PRODUCTS COMPANY) FERTILIZER

**MAIN CONTRACTOR:** UHDE

**EMPLOYER:** HAS (HASSAN ALLAM SON)

**POSITION:** DOCUMENTS CONTROLLER

**DURATION:** SEPTEMBER 2012 TO MAY 2013

**RESPONSIBILITIES:**

- Responsible of the data control and review and introduce data into a computer
- Responsible for reviewing the existing data to corrected and updated
- Working directly under the supervisor to indicates what duties a data control
- Maintain accurate database records
- Provide statistical reports
- Assist with verification and editing of input and output data
- Perform quality control analysis and other related activities



## SKILLS

NDT level II in Accordance for

- Radiographic Testing (RT)
- Ultrasonic Testing (UT)
- Magnetic Testing (MT)
- Penetrant Testing (PT)
- Visual Testing (VT)
- Dropbox
- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Internet
- Windows Operating System
- ISO Documentation Work
- Computer Software Maintenance Work
- Purchase and Sales Accounting Work

### Other Skills:

- Well-developed technical knowledge and understanding knowledge and understanding of execution methodology
- Good Co-ordination and presentation skills
- Good communication and influencing skills.
- Good writing skills and ability to document policies and procedures
- Assertive personality, sensitive to multi-cultural, multi-national environments
- Have knowledge of general safety practices and principles
- Have the ability to work under stress
- Able to work independently in a multi-task, fast-paced environment
- Self-directed and able to prioritize responsibilities and possess excellent analytical skills
- Customer-focused and solutions driven
- Possess highly effective interpersonal skills
- Have the ability to work in a team-oriented environment

### Language Skills:

- Arabic: Mother tongue
- English: Good Writing and Speaking

