

Mohamed Ahmed Maqpoul

Date Of Birth: 15th Of June 1993

Tel: (+2) 01200206815

Email: Mohamedahmedmaqpoul@Gmail.Com

Address: El- Seyouf ,Fatma El Zahraa St, Alexandria ,Egypt

Place Of Birth: Alexandria

Objective:

I Am Seeking A Position Where I Can Maximize My Educational Background, Gain Further

Experience And Contribute The Maximum Share Of The Success Journey Of The Company.

Work Experience :

➤ SENIOR DOCUMENT CONTROLLER - Engineering Consultants Group (ECG)

March , 2018 - Present

Alamein Tower's & Entertainment Area – New Alamein

- Project Planning And Reporting
- Clarification Of Interfaces And Customer Requirements Regarding Document Management
- Clarifies And Defines DM Requirements In Accordance With The Contract / Customer / Consultant / Onshore And Offshore Project Team (Templates, Review And Release Procedures, Submission Procedures, Translation Procedures)
- Carries Out A Document Management Kick-Off Workshop For All Project Members
- Creates And Maintains The Project Document List
- Coordinates The Documents To Be Created With PM, Sub-PM, Project Members
- Creates And Maintains The Document Management Plan And Implements The Defined Rules
- Provides Support For Document Archive, Tool Support
- Coordinates The Translation Of Documents (Translation Management)

Achievement: I Have Created A Daily Report And A Weekly Report To Be Submitted To The Director Of The Technical Office And The Project Implementation Manager For The Performance Rates Of The Technical Office Engineers.

➤ **DOCUMENT CONTROLLER – ELECTRO TECH CONSTRUCTIONS**
February – 2017 To February – 2018

Hilton King Ranch In New Borg AL Arab City – Alexandria

- Submits Documents To Customer And Controls The Document Status
- Controls And Reports On Documentation Issues (Status And Plan Dates Of Documents)
- Controls The Archiving Of External Documents Or Archives The Document

Education :

B.S In Business Administration

Alexandria University

Accumulative Grade: Good

Languages :

Arabic Mother - tongue

Fluent iin English Written And Spoken

Technical Skills:

Microsoft Office:

- Word
- Excel
- Power Point
- Outlook

Personal Skills:

- Communication Skills
- Presentation Skills
- Time Management
- Self-Improvement By Staying Up To Date With New Technologies
- Flexible To Any Changes In The Work Environment
- Providing High Quality Solutions To Any Kind Of Problems

All Documents And Certificates Are Available Upon Request.