

HASSAN ABD EL-AZIZ

Document controller

Admin Assistant

I have experience in managing document formatting and organizing document management (for more than 4 years) effectively to ensure easy access to information. I seek to apply my document management and organization skills in a dynamic business environment to improve operations and ensure compliance with regulatory standards.

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 Egypt

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KEY SKILLS:

- **Document Management:** Organizing and classifying documents systematically.
- **Accuracy Verification:** Ensuring document accuracy and conducting periodic reviews.
- **Records Management:** Maintaining and regularly updating records.
- **Effective Communication:** Collaborating with various teams to ensure smooth information flow.
- **Problem Solving:** Identifying document-related issues and finding effective solutions.

PROFESSIONAL EXPERIENCE:

2023 - Present

Industry Localization Supervisor
Egypt Gulf Elevators & Escalators CO.

2022-2023

Consultant Assistant
Egypt Gulf Elevators & Escalators CO.

2021-2022

CEO Office coordinator, Graphic Designer and Document Control.
Egypt Gulf Elevators & Escalators CO.

2020-2021

Store Manager and Document Control.

Alwan Textill CO.

2019-2020

Programmer & Sales.

Arab Programmers CO.(ERP).

2018 - 2019

Programmer, Graphic Designer, Motion Graphic Designer and Advertising.

Freelancer (<https://www.behance.net/hassanabde75ba>).

SOFTWARE SKILLS:

- Microsoft Excel
- Microsoft Word
- PowerPoint
- Outlook
- Photoshop
- Illustrator

EDUCATION:

Degree, Bachelor's in Management Information Systems, Higher Technological Institute.

Overall Grade: Excellent

Graduation year: 2016.

PERSONAL SKILLS

- Teamwork and Collaboration.
- Fast Learning Ability.
- Attention to Detail and Accuracy.
- Problem-Solving Skills.
- Ability to Take Responsibility.
- Team Leadership and Management Skills.
- Strong Accountability and Decision-Making.
- Effective Communication and Team Collaboration.

INTERESTS

- Reading in the field of paper management and information organization.
- Attending workshops and conferences related to document management.
- Follow the latest trends in electronic document management systems.
- Volunteer work in the field of organizing archives and documents.

LANGUAGES

- Arabic: Native Language
- English: Good