

# Ibram Saad Fadel

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## SUMMARY

- **Efficiently managed and organized critical project documentation** for construction projects, ensuring compliance with industry standards and client requirements.
- **Streamlined document workflows** through the implementation of effective document control systems and procedures.
- **Provided timely and accurate document distribution** to relevant stakeholders, enhancing project communication and collaboration.
- **Maintained a comprehensive document archive** to facilitate easy retrieval and reference.
- **Proactively identified and resolved document-related issues**, minimizing project delays and risks.
- **Solid understanding of object-oriented programming** concepts and principles.
- **Proficient in using Python** for data analysis, automation, and scripting tasks.
- **Familiarity with popular Python libraries** such as NumPy, Pandas, and Matplotlib.

## EDUCATION

<a href="#">October 6 University</a> <b>Completed</b> ▾	OCT 2014
English education	
<b>ALX Africa</b> <b>Completed</b> ▾	AUG 2024
Completing Professional Development Skills for the Digital Age	
<b>ALX Africa (Back-end Development)</b> <b>In Progress</b> ▾	NOV 2024
<b>ALX Africa (AI Starter Kit)</b> <b>In Progress</b> ▾	FEB 2025

## WORK EXPERIENCE

<b>Document Controller</b>	Since Jan 2019
<ul style="list-style-type: none"><li>• International Shooting Club Project (New Administrative Capital) - Orascom Construction.</li><li>• Chinese Towers Project (New Administrative Capital) - Orascom Construction.</li><li>• Zed Towers Project - Orascom Construction.</li><li>• South Valley Development Area Toshka Project - 524 - Orascom Construction.</li><li>• Main Pump Station Toshka Project - 512 - Orascom Construction.</li><li>• Owest Project - Red Sea Construction.</li><li>• Central Bank of Egypt (CBE) - Orascom Construction.</li></ul>	

### Work Details

- Manage document control procedures and ensure compliance with standards.
- Coordinate document distribution and retrieval to relevant stakeholders.
- Maintain a centralized document repository and ensure proper storage.
- Support project teams by providing timely document assistance and resolving issues.

## SKILLS

- Microsoft Office Workspace (Excel ..etc)
- Google Workspace (Google sheets, doc, slide ..etc)
- AutoCAD - Beginner
- Aconex
- PhotoShop
- Operating Systems

- **Programming languages: Python and C++**
- **Object Oriented Programming (OOP)**
- **Windows and Bash Basics command line**

## **INTERESTS**

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**Programming and Automation workflow with python to reduce repetitive and routine work in the construction field and to reduce human interaction.**

**Building web applications**

## **LANGUAGES**

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- **Arabic - Native**
- **English - C1**