

MOHAMED ESSMAT ABD ELAZEEM



Personal Statistics

Nationality Egyptian / USA Permanent Resident
Date of Birth 12 February 1980
Address 10111 Inverness Main Street, Greenwood village , Co 80112
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Email esmat_444@yahoo.com
Military Status Exempted
Marital Status married

Language Skills

Arabic	Mother Tongue
English	Good
French	

Academic Attainment

Bsc. of Bachelor's commerce **2003** Cairo University

Professional Memberships

Commercial Syndicate

Job Qualification:-

Operating Systems	Windows XP & Previous versions
MS Office	Excel –Word –Access- Power Point
Others	Internet Documentum DMS (SAP System) Aconex C-Folder Information Security in the Workplace course Handling Sensitive information course Security of Mobile Devices SharePoint Code of Conducts Fundamentals

Additional Skills:-

- Excellent communication, negotiation, project management, Time management, problem solving, and internal customer service skills.
- Ability to work either independently or with a team and under high pressure.
- Ability to organize and prioritize tasks and responsibilities.
- Ability to balance requirements and multi-task.
- Ability to maintain good working relationships with staff on all levels.

Synopsis

Document Management professional having overall 12 years of experience in Engineering & Construction field with proven ability to establish and maintain an effective Document Management system for paper and electronic documents in accordance with company requirements and archiving procedures.

I have a Star User- Administrator of SAP/DMS, So I can change, edit & create in project tables (ZTAB), set up a new contract & projects in SAP/DMS. setup the SAP/cFolders (ftp) and take full control of the document control function life cycle for projects including documentation for Basic, Detailed engineering, vendor documents, construction engineering, procurement and commercials and Final Documentation hand over to Client., Document Control procedures , Training to all Project team , Prepare Project Templates, Vendors document Control Index/Engineering document Control Index , Generating Reports Weekly/Monthly, Vendor Coordination, Onshore project documents/As-Built Engineering drawings , Dispatch of Construction/Final hardcopy documentation to Site.



MOHAMED ESSMAT ABD ELAZEEM

Fissional Experience

From: 6/2016 to Present

ThyssenKrupp Industrial Solutions (USA), Inc.

Title

Project Document Manager

Reporting To

Project Manager.

Project Name

OYU TOLGOI & Tintaya Projects

Client

Jacobs / Worley

Location

Greenwood Village, USA

Duties

- Working on SAP and Aconex program to manage the
- Document flow between projects.
- Solving troubleshooting for the SAP System.
- Manage the document/drawing review process, Internal and external
- Managing the issuing of all the documents in different projects.
- Co-ordination between the Head office in Germany & the head office in Cairo & the Sites.
- Managing all the transmittal, table of contents, construction & Final Doc. & Reports for all of the documents between projects
- Documentation for the necessary handing over paper to the commissioning and the operations.
- Follow procedures and update document control procedures when necessary.
- Scanning, creation of CD's and files manipulation. Assure document quality to include completeness, accuracy and compliance with established procedures and updates.
- Issue the transmittals to the client for information & for approval with follow up the transmittals which issued for approval as contract signed 14 days to reply after that if we not received any reply we will consider these documents is approved.
- Issue the transmittals to the Subcontractors & Vendor for construction with knowledge stamp
- Filing and archiving of documentation to facilitate easy retrieval at a later date.
- Expedite and maintain acknowledgements to transmittals.
- Respond to queries regarding revision status of issued drawings / documents from engineering / drafting personnel.
- Follow procedures and update document control procedures when necessary as TKIS procedure
- Manage the electronic and hard copy filing of project related technical documentation
- Scanning, creation of CD's and files manipulation.



MOHAMED ESSMAT ABD ELAZEEM

Fissional Experience

From: 6/2014 to 05/2016

ThyssenKrupp Industrial Solutions (USA), Inc.

Title

Site Document Manager

Reporting To

Project Manager.

Project Name

CFI Donaldsonville Expansion Project

Client

CF Industries

Location

Donaldsonville, LA 70346, USA

Duties

- Prepare all Registries of Document Transmittals as the followings:-
 - 1- Registry of all the drawings which issued for construction like Electrical, Civil, Piping, HVAC ...etc "DWG Log".
 - 2- Registry of Material Issue Form submittals to ensure the Subcontractors takes the required materials from the TKIS store.
 - 3- Registry of all QA.QC Documents like as Method of Statement "MS Log", Welding Procedure Specification "WPS", Procedure qualification record PQR" & General Procedures "DC".
 - 4- Registry of Material Inspection Request "MIR Log".
 - 5- Registry of Inspection Request "IR Log".
 - 6- Registry of Request for Information "RFI Log"
- Issue the transmittals to the client for information & for approval with follow up the transmittals which issued for approval as contract signed 14 days to reply after that if we not received any reply we will consider these documents is approved.
- Stamp all IN-OUT transmittals & put the distribution stamp to the site manager to distribute the transmittals to the key person.
- Distribution the transmittals after the site manager distributed via email &
- Prepare all the As-Built & Field Revision Drawings on site.
- Receive the transmittals from TKIS Germany ,UCA & UIPL, stamp the transmittal for distribute be site manager, keep 1 set from the documents for filling in the D.C.C & another set is distribute to the key person on the distribution stamp.
- Assure that all the policies and procedures are complying with ISO standards.
- Expedite and maintain acknowledgements to transmittals.
- Respond to queries regarding revision status of issued drawings / documents from engineering / drafting personnel.
- Follow procedures and update document control procedures when necessary as TKIS procedure
- Manage the electronic and hard copy filing of project related technical documentation
- Scanning, creation of CD's and files manipulation.



MOHAMED ESSMAT ABD ELAZEEM

From: 6/2008 to 5/2014

ThyssenKrupp Industrial Solutions (Egypt)

Title	Senior Document Controller
Reporting To	Projects Manager.
Project Name	PDH-E- Eagrium-EFC II Revamp-Mopco
Client	EPPC- Eagrium – EFC-ENPC
Location	Cairo - 6 A Mostafa Refat St., Sheraton
Duties	<ul style="list-style-type: none">• Working on SAP program to manage the• Document flow between projects.• Solving troubleshooting for the SAP System.• Manage the document/drawing review process, Internal and external• Managing the issuing of all the documents in different projects.• Co-ordination between the Head office in Germany & the head office in Cairo & the Sites.• Managing all the transmittal, table of contents, construction & Final Doc. & Reports for all of the documents between projects• Documentation for the necessary handing over paper to the commissioning and the operations.• Follow procedures and update document control procedures when necessary.• Scanning, creation of CD's and files manipulation. Assure document quality to include completeness, accuracy and compliance with established procedures and updates.• Issue the transmittals to the client for information & for approval with follow up the transmittals which issued for approval as contract signed 14 days to reply after that if we not received any reply we will consider these documents is approved.• Issue the transmittals to the Subcontractors & Vendor for construction with knowledge stamp• Filing and archiving of documentation to facilitate easy retrieval at a later date.



MOHAMED ESSMAT ABD ELAZEEM

From: 4/2007 to 6/2008

British Petroleum (BP)

Title	Site Document Controller
Reporting To	Project Manager.
Project Name	Saqqara Field Development
Client	BP/Gupco
Location	Ras Shukeir
Project Description	Saqqara Onshore Process Plant & Pipelines
Duties	<ul style="list-style-type: none">• Registering of internal and external documents.• Maintain document control registers / documents for incoming and outgoing project documents.• Ensure that the latest revision and approval status of drawings is kept updated continuously.• Maintain stick files in an orderly manner.• Production of status reports for weekly / monthly meetings• Ensure all hard and electronic copy distribution of controlled documents to focal point.• Maintain documents for transmittal process for project documents.• Expedite and maintain acknowledgements to transmittals• Expedite responses to transmittals sent for review/comment.• Respond to queries regarding revision status of issued drawings / documents from engineering / drafting personnel.• Follow procedures and update document control procedures when necessary• Manage the electronic and hard copy filing of project related technical documentation.• Scanning, creation of CD's and files manipulation.• Assure document quality to include completeness, accuracy and compliance with established procedures and updates.• Filing and archiving of documentation to facilitate easy retrieval at a later date.• Auditing• Sending of Drawing Transmittals and Submittals.• Manage the document/drawing review process, Internal and External.• Responsible for Organizing all the Paper work (Daily, Weekly, Monthly report, site material request, CCN (Construction Change Notice) , site instruction , Technical Query...etc)• Documentation for the necessary handing over paper to the commissioning and the operations.

MOHAMED ESSMAT ABD ELAZEEM



From 7/2006 to 4/2007

KBR

Title	Site Document Controller
Reporting To	Project Manager.
Project Name	Saqqara Field Development
Client	BP/Gupco
Location	Ras Shukeir
Project Description	Saqqara Onshore Process Plant & Pipelines



From 12/2005 to 7/2006

PETROJET

Title	DCC.
Reporting To	Project Manager.
Project Name	GUPCO Rehabilitation Project.
Client	GUPCO.
Location	Ras Shukeir (Red Sea).
Project Description	GUPCO Platforms Rehabilitation.



From 11/2004 to 12/2005

PETROJET

Title	DCC.
Reporting To	Project Manager
Project Name	Duba Permanent Berthing Facilities.
Client	Aramco.
Location	Zeit Bay Fab. Yard.
Project Description	Offshore Platform and its Facilities.

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From 5/2004 to 11/2004

PETROJET

Title	DCC.
Reporting To	Project Manager.
Project Name	UGD Damietta
Client	Enppi
Location	Damietta Port
Project Description	Gas plants & Storage tanks & Structural Steel



From 8/2003 to 5/2004

PETROJET

Title	DCC.
Reporting To	Project Manager.
Project Name	LNG Damietta
Client	DLC-SEGAS.
Location	Damietta Port.
Project Description	Liquefied Natural Gas Plant.

Duties:-

- Accurately process and record all technical documentation in accordance with Project Specification.
- Receive, check, accurately record and distribute all project technical drawings and documentation in an efficient and expeditious manner as per agreed Project and Corporate Procedures.
- Ensure that hard copy and electronic record files as required are maintained in good order to comply with QA requirements.
- Prepare Document Distribution Matrix, Document filing system, Electronic Documentation Requirements, Work Instruction for all internal and external documents.

- Ensure all aspects of documentation are effectively controlled (Technical Documents, and non Technical Documents).
- To ensure that all record held adhere to both internal and external quality assurance standards – Quality Checking (QA-QC) on final documentation (Hard copy & Electronic copy).
- Manage all Project official documentation (includes engineering/technical, correspondence, project management) to be stored in the Document Management System.
- Accurately and constantly maintain the metadata of project documents, such as Document Number, Title, Revision, Status etc.
- Control and maintain procedure for receiving and filing of updated documents.
- Control and maintain proper procedure receiving and distribution to project documents to respective documents.
- Implement, Update and manage Company Document Control Processes, Standards, Procedures & Specification (As-Built Final Documentation, Electronic Documentation Requirements, Document Numbering Procedure, Final Documentation Requirements etc.).
- Coordinating the process of updating monitoring and issuing internal and external documents and other design information in data paper & electronic format, including organizing prints and final screening of the Title box and information.
- Prepare Correspondence Procedure, Workflow, File code and monitor all the administrative documents.
- Receive and send all documents between the project and other organizations, making appropriate database/log entries for tracking purposes.
- Creating and maintaining a submittal log and manage the preparation, submission, return and distribution all administrative documents.
- Provision of accurate and up-to-date document review, receipt and issue information to project team members
- Prepare Monthly Document Status Report and Submit to Engineering Manager.
- Filing, scanning, photocopying as needed.