

Ahmed Mahmoud Fahmy
Senior Document Controller

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Objectives

As a Professional and Certified Senior Document Controller, working for 13 years with multinational construction companies Seeking a challenging opportunity, which will enhance the utilization of my knowledge in the field of construction.

EDUCATIONAL QUALIFICATION

(Graduated 2007 from **Higher** Institute of Social work in Cairo)

PROFESSIONAL EXPERIENCE

- Senior Document Controller, BIN OMAIRAH CONTARCTING COMPANY LIMITED, Riyadh, Saudi Arabia. (From April 2024 till now).

Main Duties & Responsibilities:

- ♣ Maintaining documentation logs for all incoming and outgoing records
- ♣ Updating all Daily activities & update the progress reports to Database
- ♣ Daily raising & submitting Request
- ♣ Co-ordinate with Client Auditing activities
- ♣ Ensure proper storage of documents in both electronic and hard copy formats.
- ♣ Keep on maintaining of all documents as per document control matrix.
- ♣ Preparation of filing system in compliance with Company's soft and hard copies.
- ♣ Maintaining Various Log preparations
- ♣ Arrangement of all type of Visa & resident permits for the employees
- ♣ Coordination with various banks for arranging bank accounts for the employees

(III) Procurement:

- Quantifying all materials as per specifications to prepare Material Log for the project.
- Preparation of Request for Proposals (RFP's), contracts and purchase orders for all required products and services under the Project.
- Obtaining the required approvals from the Client/Engineer.
- Following up delivery/execution programs with suppliers and subcontractors.

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- Senior Document Controller , Sepcolll , Jubail & Rabigh, Saudi Arabia. (From April. 2020 to March 2024).

Main Duties & Responsibilities:

- ♣ Maintaining documentation logs for all incoming and outgoing records
- ♣ Documents collecting from client and distributed it properly for all departments.
- ♣ Submission of quality reports to Client and Project Management
- ♣ Updating all Daily inspection activities & update the progress reports to QC Database
- ♣ Daily raising & submitting Request For Inspection (RFIs) for all disciplines
- ♣ Co-ordinate with Client Auditing activities
- ♣ Maintaining and updating the Log of RFI and keeping the hard & soft copies as per project requirement.
- ♣ Ensure proper storage of documents in both electronic and hard copy formats.
- ♣ Keep on maintaining of all documents as per document control matrix.
- ♣ Preparation of filing system in compliance with Company's soft and hard copies.
- ♣ Maintaining Various Log preparations like Drawings, Submittals, Manufacture Data Samples, Variation Notices, Request for Work Inspection and Tabulations for Variation Works.
- ♣ Preparation of Daily report, Weekly Progress Report, Monthly Progress Report as per the Contract Specification Requirement.
- ♣ Monitoring & control of all QA/QC registers such as NCR, QCN, QAN, IRF, MIR etc.
- ♣ In-charge of passport controlling for various emigration process such as medical test , finger print etc
- ♣ Arrangement of all type of Visa & resident permits for the employees
- ♣ Coordination with various banks for arranging bank accounts for the employees

- Document Controller , Masad Al Mutery & Partners Limited (MAMPCO) , Makkah, Saudi Arabia. (From Dec. 2018 to March 2020).

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- ♣ Maintaining documentation logs for all incoming and outgoing records
 - ♣ Documents collecting from client and distributed it properly for all departments.
 - ♣ Submission of quality reports to Client and Project Management
 - ♣ Updating all Daily inspection activities & update the progress reports to QC Database
 - ♣ Daily raising & submitting Request For Inspection (RFIs) for all disciplines
 - ♣ Co-ordinate with Client Auditing activities
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- ♣ Arrangement of all type of Visa & resident permits for the employees
 - ♣ Coordination with various banks for arranging bank accounts for the employees

➤ Document Controller , Al Ayuni investment, Riyadh, Saudi Arabia. (From April. 2010 till August 2018).

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- ♣ Updating all Daily inspection activities & update the progress reports to QC Database
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PROJECT REFERENCE

Project Reference with Saudi Electricity Company (SEC) :

- Construction of Four ARAR Power Plant Extension IV

Project Reference with SALINE WATER CONVERSION CORPORATION(SWCC):

- CONSTRUCTION OF STRATEGIC RESERVOIRS AT MAKKAH (SHARAI) AND TAIF

Project Reference with SALINE WATER CONVERSION CORPORATION(SWCC):

- Al Jubail SWRO Desalination Plant Phase 2 Project

Project Reference with SALINE WATER CONVERSION CORPORATION(SWCC):

- Al Jubail SWRO Desalination Plant Phase 3B Project

TRAINING COURSES & LANGUAGES

Training Courses:

- Certificate of achievement for completing: International Computer driving licenses (**I.C.D.L**)
- Certificate of achievement for completing: Basic business skills acquisition (**B.B.S.A**)
- Certificate of achievement for completing : Professional Human Resources Management diploma
- MS office – Aconex – Think Project – ERP – SharePoint

Language Spoken:

- Arabic: Mother tongue language.
- English: Very Good.

COMPUTER SKILLS

- Operating Systems: Microsoft Windows - all versions
- Office Suite: Microsoft Office
- Internet: Good user for Internet & search engines
- MS office – Aconex – Think Project – ERP – SharePoint

PERSONAL DETAILS:

- Nationality: Egyptian
- Place of Birth: Riyadh, KSA
- Religion: Muslim
- Marital Status: Single