

Abdelkader Rabei Abdelkader Mahmoud

Document Controller

Motivated Document Controller with organizational experience. Distinguished in providing services in the field of process document management, including the implementation of automated documents for generating systems with consideration for future updates.

WORK EXPERIENCE

Elsoadaa Group | Document Controller

Subcontractor| Japanese university in Burj Al `Arab Al Jadidah

07-2024 - Current

- Develop and maintain document control processes for the efficient management and recording all documentations
- Ensure that all the relevant Project documentation are registered / maintained in the electronic Document Management System (EDMS)
- Assist with the general project administration
- effectively and resolve problems and issue's relating to documentation
- To maintain a safe and secured working environment within Document Control
- Recording, checking and tracking all incoming and outgoing project documents
- Processing and recording incoming and outgoing vendor data and engineering design drawings
- Archiving /Scanning/Printing - Renaming, recording and filing incoming hard or electronic copies of drawings (Internal and External)
- Archiving /Scanning/Printing - Renaming, recording and filing incoming hard copies of drawings (Internal and External)
- Ensuring all management system documentation is the current version and easily accessible
- Demonstrated proficiency with large-scale Document Control management software (ACONEX)

El Araby Exhibition for Electrical Appliances | Sales Executive (Family Business)

Burj Al `Arab Al Jadidah, Al Iskandariyah, Egypt

02-2012 – Current

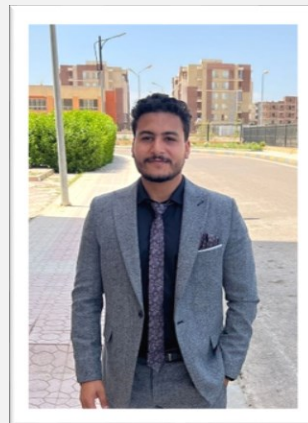
- Study market needs, analyze trends and tendencies, and understand the factors that influence consumer behavior.
- Understand the specifications and functions of different home appliances, and the ability to identify the differences between different products.
- Develop effective marketing strategies to increase sales of home appliances, and promote products well.
- Provide effective customer support, and solve problems that arise in terms of speed and efficiency.
- Ability to negotiate with suppliers and determine terms and prices that suit the business and achieve profitability.
- Ability to manage inventory, and plan offers and discounts effectively.
- Follow up on technological developments in the field of home appliances, and update your knowledge of new products.

EDUCATION

King Marriott Academy

Bachelor's in computer information system

09/2020 - 05/2024



CONTACT



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Al Iskandariyah, Egypt



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SOFTWARE

- Excel
- Word
- Outlook
- Photoshop

SKILLS

- ✓ Team work
- ✓ Creativity and flexibility
- ✓ Problem solver
- ✓ Fast learning
- ✓ Attention to details
- ✓ Highly organized
- ✓ Work well under pressure
- ✓ Ability to communicate effectively
- ✓ Ability to work on the computer competently

LANGUAGES

Arabic : Native

English : good