

Islam Zakareya Khalel

Document Controller

Location: Borg El Arab, Alexandria, Egypt

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Career Overview

Experienced **Document Controller** with 3 years in managing documents for major construction and infrastructure projects. Worked at Elsewedy Cables and currently at Concrete for Housing and Development. Proficient in tracking, organizing, and archiving documents in both Arabic and English. Motivated to join leading companies and contribute to organized, efficient project workflows.

Qualifications

Higher Institute of Computers, Information, and Management Technology

Tanta University | 2019 – 2023

Graduated with a project on the budget analysis of Elsewedy Electric Company.

Relevant Courses: Professional Financial Accounting, Excel for Accountants, Website Programming.

Work Experience

Document Controller

Concrete, Housing & Development | Marsa Matruh (Mountain View, North Coast) | 2024/14 – Present

Currently working as a Document Controller at CONCRETE, handling various types of project documents including IRs, QS, SDs, and more. Skilled in organizing, tracking, and distributing documents efficiently across departments. Known for strong time management, accuracy under pressure, and full commitment to document control procedures and project deadlines.

Document Control Assistant

Elsewedy Cables – Infrastructure Projects | New Administrative Capital | 2022/2 – 2023/8

Handled document scanning, data entry, and record management using Excel for infrastructure projects in El Komy and the Diplomatic District. Ensured accurate filing, submission tracking, and receipt of project documentation. Coordinated with site engineers and admin teams to maintain organized, up-to-date records.

Freelance Typist (Online) | 2019 – Present

Specialized in writing and formatting scientific research papers, summaries, and books with accuracy and professionalism, while adhering to academic writing standards and deadlines.

Professional Certificates

Certified in Microsoft Office (Word, Excel, and Outlook) with advanced Excel skills. Completed ICDL online training for essential computer literacy. Gained expertise in professional financial accounting and foundational knowledge in Google Digital Marketing.

Soft Skills:

Strong communication (written and verbal), excellent time management, effective multitasking, teamwork and collaboration, high attention to detail, and maintaining confidentiality.