



## CONTACT DETAILS

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## EDUCATION

Bachelor's Degree in law  
Menoufia University, Egypt  
2004 - 2009

## Languages

- English: Native
- Arabic: Mother tongue

## Computer Skills

- Excellent command of Microsoft Office (Word – Excel – PPT)
- Google Suite

## Organization Skills

- Attention to Details
- Workaround Solution
- Communication Skills
- Excellent Data Entry Skills
- Good Data Research Skills
- Coordination Skills
- Excellent Time Management
- Critical thinking

## Previous Experiences

Self-Learner, Possessing More Than 7 Years of Experience in Social Media Marketing, Web Designer, Developer (WordPress and E-commerce) and administrative assistant.  
use the link Below to see more information about my Background in field of Digitalization.

[about.me/mahmoudaldweek](https://about.me/mahmoudaldweek)

Thank you in advance for your interest,  
I hope to Hear from you Soon.

# Mahmoud Aldweek

## Senior Document Controller (DC)

Former Administrative Assistant - Digital Marketer & Web Designer  
(WordPress – WooCommerce) Data Researcher

## Summary

Self-Motivated and Self-Learner, Possessing More Than 7 Years of Experience in Social Media Marketing, 2 years as Web Designer & Developer (WordPress and E-commerce, administrative assistant for more than 5 years and Lastly as a Document Controller for more Than one Year. I Believe that my previous experience and skills are transferable and useful as they Combined to form a considerable background in many Fields in comparison to my rivals.

## Employment History

- **Position:** Senior Document Controller (SDC) – Administrative Assistant
- **Company:** Al Shorouk Construction Company
- **Project:** Mid-Town Condo
- **Location:** Egypt - New Capital
- **Period:** November 1<sup>st</sup>, 2021 - Currently work here

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- **Position:** Document Controller (DC) – Administrative Assistant
  - **Company:** Al Shorouk Construction Company
  - **Project:** Chillout New Gas Station
  - **Location:** Egypt - Alexandria
  - **Period:** July 1<sup>st</sup>, 2021 – October 31, 2021

## Duties & Responsibilities

- Periodically audit all files.
- Properly managing the archiving system
- Coordinate all correspondence, to ensure that controlled copies of latest approved documents and drawings are distributed to the appropriate staff and contractors.
- Maintain the documents and drawings, correspondence, reports, drawings, and minutes of meetings, requests-for-information, and all project documents.
- Responsibility of coding, issuing, edition of all documents for all departments
- Copy, scan and save documents.
- File documents in both hard copy and soft copy records.
- Log document requests and help retrieve documents as needed for the engineers.
- Communicating with suppliers and contractors as needed.
- Preparing analytical reports as needed.

## Professional knowledge and skills

- Working for major institutions has given me superior skills in the use of multimedia and various electronic tools and devices, which helps in ease of work and safe data preservation.
- Due to working in different construction sites, I gained the ability to adapt to different work environments, bear pressure and ease of movement.
- Through working on a number of different projects, I was able to gain full knowledge of the document's roadmap from the beginning of its construction until the completion of the entire project.
- Possessing about 8 years of Experience in the field of Digitalization (Digital Marketing – Web Design) qualifies me to advance in the field of document control and to stay aware of modern Methods to develop it.