

Ahmed Abdallah

Summary:

Experienced document controller in documentation cycles and ISO standards along with the company's QMS. Earned good experience in tendering and preparation for mega projects. Experienced in reviewing all kind of documents and dealing with highly confidential documents. Managing, creating, tracking, handling all kinds of documents, easily retrieve, safely archives them and to coordinate all types of documents/drawings with subcontractors.

Field of experience:

Infrastructure / Mechanical, Plumbing and Electrical Networks.
Construction & Residential / Civil, Architectural, Structure, Roads, Steel structure, Landscape, transformers, and substations.
Agreements and pre award projects.
Project Managements.

Experience:

1 ACEPM Project Management.

Senior Document Control & Administrative

Head office
El Mostakbal City Project
Head office



08/2016 till 02/2018
02/2018 till 12/2021
1/2022 till date

2 First Group Company for Developments. Document Controller

02/2014 till 07/2016

3 Hassan Allam Construction . Document Controller

02/2013 till 01/2014

4 Toys – Egyptian toys Brand Branch Manager

05/2011 till 08/2013

5 Ragab Sons. FMC Supervisor

04/2010 till 03/2011

6 Spinneys. FMC

06/2008 till 03/2010

Contacts

Address:

Cairo, Egypt.

Cellphone:

002-0100-75-30-993

Email:

ahmed.fetoh.8686@gmail.com

Date of Birth:

01/07/1986

Military recruitment status:

Completed.

Married and have a son.

Languages

Arabic – Native

English – Very Good

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Responsibilities and Duties:

- Establish and maintain an archive-filing system that is required by the quality standards, company`s QMS & procedures.
- Manage the central file system for all project documents, including (Letters, IR, MIR, S.I, NCR, DR, PCR, MS, DOS, RFI, RFP, RFA, DWS, AB, SAR, COVI, NOPC, UTC, MOM, INV, QS, EI,etc.).
- Dealing with different kinds of printers, plotters, and work centers.
- Manage tracking of all engineering and regulatory drawings to the sites, technical office, and subcontractors` engineers and maintain detailed logs for each and every single company.
- Review, receive, scan, update logs, distribute, and filling all documents and drawings.
- Initiate documentation system and deal with QC and T.O.
- Coordinate exchanging of correspondences between construction parties (Owner, project management, consultant, main contractors, and subcontractors).
- Dealing with all kinds of confidential documents.
- Using all versions of Microsoft office.

Education:

Bachelor of Mass Communication 2009, **Cairo University, EG**

My Personal skills:

- Adaptability.
- Collaboration.
- Communication.
- Problem-solving.
- Negotiation.
- Time-management.

My Software skills:

- Internet.
- Mailing system/s.
- AutoCAD (Printing).
- Microsoft Office.
- Adope / Acrobat.

Courses:

ICDL Cairo **University**.

References:

All references (e-mails addresses and cell phone numbers) are available upon request.