



PROFILE

Jacoub Samuel Aziz

Senior Photographer & Document Controller

Birth Date: **17-12-1992**

Marital Status: **Single**.

Military Status: **Exempted**.

CONTACT

PHONE:

01221990667

ADDRESS: -

23 El Wogoh St. El Afdel Square – Shoubra – Egypt.

WEBSITE:-

[linkedin.com/in/jacoub-sammuel-03b417135](https://www.linkedin.com/in/jacoub-sammuel-03b417135)

EMAIL:-

jacoubammuel97@gmail.com

HOBBIES

- Learning On Computer Apps
- Riding Bike
- Traveling

EDUCATION

Faculty of Law, Ain Shams University

2011 - 2015

Bachelor's degree, law bachelor's degree

WORK EXPERIENCE

- Document Controller: -

ASGC Construction - 2021– Current

- Copy, scan, and store documents
- Update and control procedure documents and forms
- Handling intake, scanning, verification, and storing documents.
- Log document requests and help retrieve documents as needed for employees
- Prepare, operate, and update Document Control Procedures in line with the Company's Document Management System.
- Check for accuracy and edit files, like contracts
- Filing and archiving relevant documentation.
- Distribute project-related copies to internal teams
- Manage the flow of documentation within the organization
- File documents in physical and digital records
- Create and Designing templates for documents, file types, and document databases for future use
- Controlling the flow of documents in and out of the department
- Review and update technical documents (e.g., manuals and - workflows)
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Prepare ad-hoc reports on projects as needed
- Proven work experience as a Document Controller or similar role
- Familiarity with project management
- Basic knowledge of labor and corporate law
- Hands-on experience with MS Office and MS Excel
- Data organization skills
- Attention to detail.
- reviewing documents, checking they comply with regulations, creating revisions and archiving outdated versions
- distributing documents to the relevant people, departments, or organizations, and letting them know when they need to take action on a document as part of a process
- preparing and updating document control procedures for the company

• Unique Touch for Events – (Decoration Team)

2018–Current – Co-Founder

- Created unique and engaging content for range of social media platforms including FaceBook and Instagram.
- Contributed to mock-ups, email campaigns and social media content.
- Prepared reports detailing project updates, performance information and ongoing trends.
- Developed ads targeting specific users for key promotions.
- Helped with planning and hosting of marketing events.
- Adjusted ads to better align with desired consumer audiences and improve conversion rates.

SKILLS: -

Data Management - Teamwork -
Management - Typing - Administration.
Data Entry - Document controller

- Microsoft Office
- Communications
- Project organization
- Scheduling
- Retouching and color correction
- Food photography
- Digital marketing
- Social Media Management
- Graphic Designer
- Marketing
- Social Media Specialist

LANGUAGES: -

- English
- Arabic

SOFTWARE: -

- Photoshop
- Lightroom
- Oracle System
- Video Editing

MY PORTFOLIO: -

My Facebook Page:

<https://www.facebook.com/Cajooooooooooooo/>

My Instagram Page:

https://www.instagram.com/invites/contact/?i=2xvy6wnfduh9&utm_content=5b2vc7f

My Behance:

<https://www.behance.net/jacpooh808d8d>

• **Senior Photographer – (Jaco Photography)**

2014–Current – **Co-Founder**

- Setting up photographic equipment
- Taking pictures
- Editing photos and retouching images
- Choosing and setting up locations
- Reproducing and framing photographs
- Promoting their business (especially if self-employed)
- Researching and making contacts
- General administration.
- Communicating with clients to set up a time and place for a photoshoot
- Maintaining and managing photography equipment
- Submitting photos to appropriate persons
- Managing photography sessions
- Take professional pictures in a studio or on location
- Work closely with clients and colleagues to produce high-quality photographic images
- Use different techniques to enhance the photographs as required
- Use photo manipulation software such as Adobe Suite to get desired results
- Recommend creative ideas to exceed expectations of goals and objectives
- Use artistic knowledge to enhance and compose photographs
- Review sets of photographs and select the best results
- Operate various photographic equipment such as single lens reflex cameras and film or digital cameras and lighting
- Market or advertise services to attract clients
- Analyze and plan the composition of photographs
- Use various photographic techniques and lighting equipment
- Capture subjects in professional-quality photographs
- Enhance the subject's appearance with natural or artificial light
- Use photo-enhancing software
- Maintain a digital portfolio to demonstrate their work
- Archive and manage imagery

• **Studio Photography – (Capture Moments Studio)**

2022–Current – **Co-Founder**

- Managing all aspects of a photo shoot including selecting models, hiring models if needed, selecting locations, and creating schedules.
- Coordinating with clients and other staff members to ensure that all details related to the shoot are taken care of.
- Monitoring the progress of each shoot to ensure that it is completed on time and within budget constraints
- Reviewing the work of photographers, stylists, makeup artists, and other staff members involved in the shoot to ensure that it meets company standards
- Determining which photos should be used for publication and working with the art director to select which images to use in the final product
- Work cohesively with a small flexible staff in photography and styling
- Give model direction on shoot and be accountable for the poses, mood, and overall feel of the product shots
- Have a full understanding of daily reporting, and the studio team's workflow requirements

- **(Pixel studio for photography gear rental)**

(Pick-up and delivery) - (Office Equipment Photography)

- From 2017 – To 2018 .

- Drove operational improvements which resulted in savings and improved profit margins.
- Resolved [Handled Time] problems, improved operations and provided exceptional client support.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Maintained excellent attendance record, consistently arriving to work on time.
- Worked with [Equipment Photography] customers to understand needs and provide [Rent Equipment Photography] service.
- Increased customer satisfaction by resolving [Pick-up and Delivery] issues.
- Scanned documents and saved in database to keep records of essential organizational information.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence, and creating reports.
- Follow routes and time schedule
- Load, unload, prepare, inspect and operate a delivery vehicle
- Ask for feedback on provided services and resolve clients' complaints
- Collect payments
- Inform customers about new products and services
- Complete logs and reports
- Follow DOT regulations and safety standards

- **(ST Mary Church Elwogoh – Shoubra Misr) (Wedding Planner)
From 2015 – To 2018**

- Managed administrative logistics of events planning, including contract signing, fee collection, event booking and event promotions.
- Interviewed clients to understand event scopes of work, establish budgets and determine timelines for venue selection, guest list finalization, and ceremonies, and receptions.
- Fostered relationships with local and national wedding vendors

- **Marketing & Social Media Specialist Freelancer**

- Monitor client engagement and interact with clients on social media posts
- Develop and execute social media campaigns for various platforms, including Instagram, Facebook, Twitter, and others
- Moderate user-generated content for appropriateness
- Conduct market research to find answers about consumer requirements, habits, and trends
- Develop, implement, and track marketing programs such as email, social media, or digital campaigns, and events
- Supporting the marketing team with marketing activities by demonstrating expertise in various areas, including optimization, advertising, social media, direct marketing, and event planning.
- Assisting with the analyses of marketing data, including campaign results, conversion rates, and online traffic in order to improve future marketing strategies and campaigns.