| Meselhy  |
| --- |
| Meselhy.365097@2freemail.com | Military service: Exempted |
| **Experience** | Dec 2016 – Present | Darah Consulting (Designs) | Egypt, Cairo |
|  | **Site Document Controller Manager** Job responsibilities:* Controlling and documenting all incoming and outgoing documents. (i.e: submittals, transmittals, drawings, correspondences, etc.)
* Allocates and controls the document numbering system.
* Copying and distributing drawings and documents to relevant parties.
* Receiving “IR” inspection report from the contractor & distributing to our engineers for doing inspection.
* Receiving all “MS” Material submittals from the contractor and make sure it’s the same as received materials.
* Receiving shop drawings for all disciplines “softcopy & hardcopy “from the contractor for approval.
* Following up with relevant managers, engineers, contractor & subcontractors.
* Implementing a communication management plan and changing control systems.
* Establishing an efficient centralized filling system.
* Managing daily scanning and downloads of all documents & drawings.
* Ensuring that all records are kept up to date and that a soft copy and a hard copy are available.
* Preparing Inspection report (IR), Material Submittal (MS), Transmittals (TS), Material site inspection (MIR), Request for information (RFI), Site Instruction (SI), Correspondence , Request for curing (RCP) , Quantities submittals (QS) & Drawing list **log** for reference and handing over.
* Arranging Weekly report including (data, photos at site & charts etc…) and send it to the project manager in order to let him send it directly to the owner.

Dec 2014 – Nov 2016 Al-Jazeera Consulting Engineering Qatar, Doha**Senior Document Controller** Job responsibilities:* Controlling and documenting all incoming and outgoing documents. (i.e: submittals, transmittals, drawings, correspondences, etc.)
* Allocates and controls the document numbering system.
* Copying and distributing drawings and documents to relevant parties.
* Preparing documents for technical proposals and clarifications for tendering projects.
* Preparing data reports (Weekly).
* Following up with relevant managers, engineers, consultants and contractors.
* Implementing a communication management plan and changing control systems.
* Establishing an efficient centralized filling system.
* Managing daily uploads and downloads of all documents by using EDMS System.
* Ensuring that all records are kept up to date and that a soft copy and a hard copy are available.
* Updating proposal logs and quotations for clients.
* Preparing Design & Supervision Invoices.
* Preparing Technical & Financial Proposal to relevant clients ( I have been worked as an assistant proposal manager in addition to DC tasks )
* Preparing running project log in Microsoft project as a Planner ( I have been worked as a planner assistant with Microsoft project & Primavera in addition to DC tasks )
 |
|  | Dec 2012 - Nov 2014 | ORJ Company | Egypt |
|  | **Document Controller for ORJ Company**Job responsibilities:* Registering none pressure parts drawings
* Allocates and controls the document numbering system.
* Preparing daily reports for welding and painting.
* Updating data base accordingly.
* Archiving all project documents.
* Filing progress documents for all engineers.
 |
|  | Nov 2008 - Oct 2012 |  Litwin KSA |  KSA |
|  | **Site Document Controller for Ma’aden (Phosphoric Acid Plan - PAP)**Job responsibilities:* Registering none pressure parts drawings through **MEDOC** system.
* Allocates and controls the document numbering system.
* Updating and downloading files from Medoc and filling all documents issued for construction, as built and vendors.
* Keeping records and filling all preliminary and approved documents for design and construction.
* Keeping a soft copy and a hard copy of all transmittals issued and received by us.
* Sending site engineers clarification documentation.
 |
|  | Jan 2007 - Sept 2008 | International Company for manufacturing boilers & steel fabrication (IBSF) | Banisuif, Egypt |
|  | **Document Controller for Misr Banisuif for cement**Job responsibilities:* Registering none pressure parts drawings
* Allocates and controls the document numbering system.
* Preparing daily reports for welding and painting and input database.
* Ensure filling of documents and maintaining filing list.
* Archiving all document projects.
* Preparing engineering requests.
 |
| Education | 2002 - 2007 | Ain Shams University | Egypt |
|  | **Bachelor of Commerce*** Accounting & Business Administration

Courses: Business Administration, Management, Marketing, Microsoft project & Primavera. |
| Languages | **Arabic:** Mother tongue**English:** Well written, read and spoken**Dutch**: Well written, read and normal in spoken. |
| Computer skills | Operating system: Windows 95/98/ME/2000/XP.Network: Windows network 98/2000 and latest.Special skills: Computer assembly.Internet: MS Outlook 2007 & 2010 / MS Internet Explorer / Netscape & front page.Application: Application MS Word / MS Advanced Excel / MS Power Point / Access Courses degree: I have taken courses for Access, Network 98/2000 ,Advance Excel , Microsoft project & primavera |
| Hobbies | Football, swimming, Internet and reading. |