| Meselhy | | | |
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| [Meselhy.365097@2freemail.com](mailto: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. | | |