

Ahmed Mostafa



Contact

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Education

Bachelor of Arts
, 2012 BeniSuef University.

Skills

- Excellent communication skills.
- Project Controls.
- Presentation Skills.
- Multi-Project Management.
- Overseas Management.
- Strong teamwork and Leadership skills.
- Strong analytical capabilities.

Document Controller team leader

Objectives

Senior Document controller, with 14 years' experience, seeking to utilize my knowledge in management, project controls, in addition to my abilities in leading and managing a team, and providing solutions, to successfully deliver the company strategic and business objectives through construction projects, possessing an outstanding track record of understanding, defining and shaping a customers' needs. I having a proven ability to improve processes and people by promoting best practice procedures. Successfully built new strategies for different companies.

Experience

Document Controller team leader- June-2023 till Present.
Roya Developments, Cairo



➤ **Managing, Controlling, Monitoring, For all Document of Projects Working as Document Control team leader including the following:**

- Received All types of Design Packages (Design Brief, Permits Drawings, Design Development Package, Tender Package, Construction Package, Site work instruction & Value Engineering) , Tender Queries for All Projects.
- Making Scan & coding instruction for All Incoming/Outgoing Data (Hard & Soft) Copies for The Project before the archiving/record in the status log.
- Making internal transmittal for distributing the Incoming Data to The Design Management Team, Operation & Commercial – Contracts for making Review and Approval.
- Prepare all External submittals /Letters to send the Packages Or Comments for The Responsible bodies officially.
- Insert all submissions (Incoming / Outgoing) with hyperlink for All Data (Hard & Soft) on the status log for the Projects in the status log can tracking or search it easily.

Senior Document Controller- April-2018 till June2023.
Samman for Construction, Cairo



➤ **Managing, Controlling, Monitoring, and Assessment all aspects of Project Controls for multi projects such as colleagues, hospitals, administrative buildings, and hotels in KSA with total amount of 900 M Saudi Riyals, Working As A Senior Document Control including the following:**

Courses:

- ICDL Diploma ,Microsoft Office

Software:

- Primavera P6
- Microsoft Project

Languages:

- Arabic. (Native)
- English. (Excellent)

1. Create forms and templates for all types of documents and making process chart for each document for all Samman Group project's.
 2. Prepared an exclusive coding and filing structure that insures an easy & fast retrieval path to all project documents, drawings, media or samples.
 3. Create logs for each item of Site scope of work (Shop Drawings, RFI, Change Proposal, Letters, Test Report, Daily Report, Start New Activity, MAR, MIR & IR).
 4. Manage the coordinating of the activities related to document control, including auditing and distribution of controlled documents.
 5. Establish & maintain tracking Logs and deliver front line support for information queries to facilitate business requirements.
 6. Track and manage information to establish accountability and traceability and ensure information flow is effective between contractor, owner representative and Project Management Officer.
 7. Preparing and issuing periodical progress status reports.
 8. Coordinating and facilitating all Documents of Project.
 9. Documenting meeting and uploading documents to the web (oraclecloud).
- **Assigned Highlight Projects (Through Samman Construction):**
- Ascott Villas, Riyadh: 90 residential villas, central mall, sewer treatment plan and the complete infrastructure for the project, **(100 M SAR)**
 - Pathology Medical Lab: Two Building of 6 floors, over 22,000 sq. mtr. Area, with a total amount, **(44.5 M SAR)**
 - Makarem Hotel, in Meccah, **(44.5 M SAR)**
 - Hawiya Park Mall, in Taif, **(25 M SAR)**.
 - Family Staff Accommodation, For DUR Hospitality, **(24 M SAR)**.
 - Head quarter for Sasco, in Riyadh, **(20 M SAR)**.
 - Independent Nursery Schools, in Taif, **(21 M SAR)**.
 - Independent Nursery Schools, in Madinah, **(32 M SAR)**.
 - Various Branches for Fitness Gym, in Riyadh, **(26 M SAR)**.
 - Various Branches for Active Gym in Riyadh, **(12 M SAR)**.
 - Class Room Building, in Baha University, **(10 M SAR)**
 - Faculty of Engineering, Northern Border University: over 50,000 sq. mtr. **(10 M SAR)**.
 - VOX Cinema, in Tabuk Park. **(18 M SAR)**
 - Inmaa Banks in Both Hamadaniya & Thaghr Branches, **(19 M SAR)**.
 - Sabia Museum in Jazan, **(7 M SAR)**
 - ENBD Branch, In Makkah, **(7 M SAR)**.
 - Hilton Double Tree Hotel, **(60 M SAR)**.
 - Holiday Inn Riyadh - Al Qasr, Renovation, (8 M SAR).

Technical skills:

1. ERP Systems (Oracle – Sap- procore Aconex-DMS).
2. Microsoft Office 2013: Professionally in (Word, Excel and power point).
3. Primavera (Professionally in all versions).
4. AutoCAD (all versions).
5. MS Project.
6. Very Good @ computer (software & hardware).

Personal Data:

Nationality:
Egyptian.

Date of birth:
28/06/1991.

Marital status:
Married.

Military status:
Completed.

Document controller - July 2014 till April 2018
DMG (DMG Group), Cairo



1. Responsible for all documents for all project (inspection request material inspection request - transmittals - request for information confirmation verbal instruction) and know the documentary session of each of them at projects (Mountain View 1 - Mountain View ERK & Mountain View 3 North Coast).
2. Responsible for all data entering for all subcontracts extracts.
3. Work efficiently to follow up on all outstanding issues.
4. Ensure That the Latest Revision and Approval Status of Drawings Is Kept Updated Continuously.
5. Expedite And Maintain Acknowledgments To Transmittals.
6. Updating and Maintenance of the Project Document Control Data Base by Monitoring All Incoming/Outgoing Project Documentation.
7. Scan, Create Cd and Manipulate Files.
8. Manage The Electronic and Hard Copy Filing Of Project Related Technical Documentation.
9. Expedite Responses to Transmittals Sent For Review/Comment.
10. Filing and Archiving of Documentation to Facilitate Easy Retrieval at a Later Date.
11. Registering Of Internal and External Documents.
12. Maintaining A Master Document Register Of The Latest Drawings On A Project And Ensure That All Recipients Are Transmitted the Drawings They Require As Soon As New

Document controller - August 2012 till April 2013
Lotus Construction.



1. Establishing a system for incoming-outgoing correspondences.
2. Maintaining an effective filing system for all project documents.
3. Issuing a weekly report concerning correspondences.
4. Issuing a monthly report for all DC activities.
5. Copy, scan and archive documents.
6. performing data entry tasks and keeping file organized by project.
7. Documenting meeting and uploading documents to the web (procore).
8. Keeping track of important project document's (Blueprint, Vendor contract and Drawing's).
9. Distribute project-related copies to internals teams.