

Mohamed Mahdy

Date of Birth: 06-Oct-1980

Nationality: Egyptian

Marital status: Single

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Current Location: UAE – Dubai

Visa Status: Visit Visa



Education

Bachelor degree of Information Technology from future academy – Cairo - Egypt

Year of Graduation: 2004

Experience

- July 2020 – Dec 2020
James Cubbit and Partners – Egypt
Position: Document Controller / Secretary of Project Manager
Project: Twins Tower at Madi- Cairo - Egypt
- Responsibilities:
Handle all incoming and outgoing correspondence and communications related to the project.
Physical management and tracking of documents, revisions, change documentations logs in accordance with company policy and regulations.
Implement Configuring and Administering the document control management system software.
Attending the management progress meetings with the Client, consultants and contractors to follow up with the workflow and noting for MOM preparation.
Filing and archiving all the classifications of files required to handing over the project.
Executive secretary and office manager for the Project Manager.

- July 2016 – Oct 2019
Qatar Red Crescent – Qatar
Position: Administration Coordinator / Secretary of Operation Manager
Project: Charity Organization Owen and operating Multiple Health Care Centers and Medical Commissions for 2022 FIFA World cup Labors.
Client: Qatar Ministry of Health – Government Sector
- Responsibilities:
The operation department manage all the organizations properties and business as follow:
 - Manage all the buildings maintenance and modifications works for the medical centers and staff accommodations
 - Manage the staff transportations and the organization vehicles (Bus-Cars-Trucks-Ambulance-heavy equipment) maintenance and scheduling.
 - Manage the interior furniture and equipment's inside and outside the buildings
 - Manage all the kind of suppliers required and coordination with the procurement department.
 - Manage and collaborate with all the sub-contractors dealing with the business
 - Manage, organize and coordinate any kind of events.
- Sep 2013 – July 2016
Hill International (Project Management Consultant)– Qatar
Position: Projects Document Controller/Secretary
Project: QATAR RESEARCH & DEVELOPMENT CENTER – PHASE 1
Client: Qatar Foundation - QF
- Responsibilities:
Handle all incoming and outgoing correspondence and communications related to the project.
Physical management and tracking of documents, revisions, change documentations logs in accordance with company policy and regulations.
Implement Configuring and Administering the document control management system software (Aconex) accordantly to the project needs.
Attending the management progress meetings with the Client, consultants and contractors to follow up with the workflow and noting for MOM preparation.
Filing and archiving all the classifications of files required to handing over the project.
Executive secretary and office manager for the Projects Director.
- QShield immigration & information services – Qatar (Dec 2012 – Jun 2013)
(Temporary 6 months contract)
Position: Operation Coordinator

- Consolidated Contractors Company C.C.C
(April 2007–April 2011)

Position: Document controller

Location: Saudi Arabia

1- khursanyia oil field and facilities (KPF) project in Jubail (2007-2009)

2- Princess Nora University in Riyadh (2009-2011)

Department: QC documentation

Responsibilities:

Maintain document control registers / documents for incoming and outgoing project documents. Provide a systematic way of maintaining a system of records of the project documents (soft and hard copies) for easy retrieval. Maintain the project drawings by ensure that the latest revision and approval status of drawings is updated and scanned upload it to our system. Production of status reports for weekly / monthly meetings. Ensure all hard and electronic copy distribution of controlled documents to focal point. Maintain documents for transmittal process for project documents. Manage the electronic and hard copy filing of project related technical documentation. Maintain all the RFI's (Request for inspection) copy's from the construction to the QC inspectors and track it.

Operating the document control management system software (VBC – Dashboard)

- The Executive Office of Saudi Arabia embassy in Egypt (2003 – 2007)
Position: IT supporting Eng. Under supervision of the Assistant Manager and I.T manager
Location: Cairo - Egypt

Skills

- MS windows, office
- Good skills on computers software and other devices configuration.
- Good skills on networking and internet.
- Good skills in documents controlling management systems.
- PMWeb as admin for the system - (Documentation Management System)
- Aconex - (Documentation Management System)
- Talisman
- VBC operator
- Dashboard operator
- RMS - Residence and maintenance system

Languages

- Arabic – Native
- English – Fluent

Driving license

- Qatari
- Egyptian
- Saudi

Strengths

Excellent communication and negotiation skills, good analytical and team player with initiative, strong sense of responsibility, quickly learn, able to work under pressure, good organizational skills.

I has total of 18 years of experience as a Document Controller, Operation Coordinator, executive secretary and IT Support Eng. in challenging environment in a business company and organization in the Constructions, Project Management, Information Services, IT and Governmental sector.