

Abdallah Abdellatif Abdallah Ahmed

Address: Makkah , Saudi Arabia.

E-mail: Abdallahtefa05@gmail.com

Mobile: 0544149576

Objective

- Document controller with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures.

Education

- B.S of LAW , oct 2015 , Zagazig University .

Language Skills

- Arabic: Native language.
- English: good command of spoken and written.

Computer & Technical Skills

- OSHA DIPLOMA CERTIFICATION
- Mastery of Microsoft Office programs (Word, Excel, and PowerPoint).
- Ability to work with several operating systems, including Windows and Linux.
- IC3 (Digital Literacy Certification) .

Key skills & Competencies

- Develop procedures so that they are standardized.
- Communicate and collaborate with project managers.
- Follow company procedures.
- Handling intake, scanning, verification, and storing documents.
- Filing and archiving relevant documentation.
- Designing templates for documents, file types, and document databases.
- Checking and editing documents for accuracy and compliance.
- Controlling the flow of documents in and out of the department.
- Reporting errors or developments regarding document storage.
- Ensuring the secure destruction and disposal of sensitive documents.
- Updating and maintaining document management systems and physical records.
- Maintaining the security of confidential documents.

Work Experience

- Hakeem Al-Jowda Company for General Constructing

DOCUMENT CONTROLLER 2019 - Present

Responsible for establishing and maintaining a effective document control systems. Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties:

- Duties:

- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning all relevant new documents.
- Checking dispatch documents are accurate.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Provide advice on procedures of issue and methods in accessing the system.
- Ensuring all documents are as up to date as possible within electronic filing systems.

- Projects:

- | | | |
|----------------------------|----------------------|--------------------------|
| • Roaa | رؤي المدينه | Al-Madinah Al -Mnwarah . |
| • Third ring road lighting | إناره الدائرى الثالث | Makkah |
| • Water drainage | صرف | Makkah |
| • Bus Stations | محطات | Makkah |
| • Water Stations | مايه | Makkah |
| • Asphalt . | اسفلت | Makkah |
| • ABC , RC2 and RC1 | | |

Personal Information

- **Nationality:** Egyptian.
- **Marital status:** Married.
- **Date of birth:** : 29/09/1993.
- **Military service:** Finished in 9/2017..