

**ABDELMONEM SONBOUL**  
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No: **055/2006354**

## **OBJECTIVE**

To acquire a job in a growing company, that offers career development through a proven performance and to deepen my experience in Business in order to achieve my goals in career and life.

## **Education**

Bachelors of Commerce  
Menoufia University, Egypt. 2008

## **EXPERIENCE** (7 Years)

**Consolidated Contractors International Company SAL (CCIC)** **June 2017 – Present**  
**Zahia City Center (ZCC) – Muwaileh –Sharjah**  
**Document Controller**

- Working with ACONEX, Upload and Submit Everything to Consultant and Client...
- Working with our Internal Program (VBC) to distribute Letters and Shop drawing ,Material Method Statement to All Project Departments ...
- Make Outgoing Transmittals to Subcontractors and distribute it by (VBC)...

**Consolidated Contractors International Company SAL (CCIC)** **June 2013 –June 2017**  
**Midfield Terminal Building (New Airport Project) - Abu Dhabi-UAE**  
**Document Controller**

- acquired a lot of practical knowledge in Document Control Department (DCG) work.
- Managed an efficient document control system that matched project quality procedure using VBC and Aconex (Document Management software similar to SharePoint).
- implemented all day-to-day work to ensure all engineering and technical documentation relevant to the Project are distributed using “Project Distribution Matrix” and maintained under controlled conditions.
- Maintained archival activities for controlled documents and validated files.
- Utilized department databases to track, manage and control issued documents using VBC and reports tuning using MS Office.
- Issue documents, drawings and update the DMS that covers engineering, fabrication, procurement and Vendor deliverables.
- Maintain and update the document distribution matrix.
- Generate transmittals based on document distribution matrix.
- Managed archival activities for controlled documents and validation files.
- Keeping track of all the inward and outward Correspondence.

**Document Control Department:**

- Acquired a lot of practical knowledge in Document Control Department (DCG) work.
- Managed an efficient document control system that matched project quality procedure using VBC and Citadon (Document Management software similar to SharePoint).
- Implemented all day-to-day work to ensure all engineering and technical documentation relevant to the Project are distributed using “Project Distribution Matrix” and maintained under controlled conditions.
- Maintained archival activities for controlled documents and validated files.
- Utilized department databases to track, manage and control issued documents.
- Assists in retrieval and transmission of files, records, data and documents for urgent work processing needs.
- Follows up on and completes day to day office matters, issues, requests.
- Ensured all engineering and technical documentation relevant to the Project are distributed using “Project Distribution Matrix” and maintained under controlled conditions.
- The drawings and technical data are issued to the site team for review and implementation, any revision to this is to be immediately intimated to the site team and the old records stored separately for future reference when issuing the latest data to the site team.
- Maintain electronic registers for Letters, MOM, Memos, NCRs, RFIs, CDR’s, Reports, Transmittals, and Drawings.
- Setup and maintain the filing systems.
- Other routine document control function.
- Produce regular document status reports.
- Prepare, log and distribute all outgoing transmittals.
- Receive, log and distribute all incoming transmittals.
- Maintain central filing of all project documentation.
- Using document numbering system for maintaining the documents
- Evaluated and developed techniques for the documents control system.
- Create and maintain tracker for drawing approval process and technical submittals.
- Preparation of task list and reviewing it in line with the timeline specified in advance.
- Implemented an efficient document control system as per project quality procedure .
- To maintain proper records for all documents whether inside or outside the company.
- Remove superseded drawings / technical data, and replace with more current data from the site team.
- Liaise with engineering dept. on document status and issuing.

**Al ma3ali channel**

**2009 – 2010**

**Presidential Palace Project (PPP) -Abu Dhabi-UAE**

**Video Editor Assistant**

- Working as Video Editor Assistant ALMAALI Channel ,With an Experiences in Final cut and Canopus EDIUS & Capture and Export video to (M2T) and Working with transitions and Effects.

#### **TECHNICAL SKILLS:**

- **Clients O.S.:** Powerful user of Linux , Mac, Windows 7 and Windows 8
- **Hardware:** Desktops, Laptops, Scanners, printers & plotters, DSL routers configurations.
- **Software:** MS Office 2000 to 2013, Adobe (after effect, premiere, Acrobat/Photoshop/In Design), Crystal Reports, Databases, solid experience with spreadsheets.
- **Document Control Systems:** ACONEX, VBC, Dashboard.
- **Accounting:** Peachtree, QuickBooks.
- **TYPING:** High typing skills in English and Arabic
- Installing Software & testing new Programs.

#### **SIGNIFICANT COURSES:**

- Certificate of E-Accounting from Menoufia University, (Peachtree, QuickBooks)
- Certificate of E-Commerce from Cairo University
- ICDL Certificate. (2010)

#### **SOFT SKILLS:**

- Strong analytical and problem solving skills
- Highly self-motivated and committed.
- Work independently without supervision.
- Excellent interpersonal and communication skills.
- Capable of meeting deadlines.
- Leadership when required

#### **PERSONAL INFORMATION**

Full Name	:	Abdelmonem Sonboul
Gender	:	Male
Date of Birth	:	16 <sup>th</sup> May 1984
Nationality	:	Egyptian
Marital Status	:	Single
Driving license	:	Yes