

AHMED KHALAF MORSEI

SENIOR DOCUMENT CONTROLLER

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SUMMARY

Senior Document Controller with 7+ years of experience in construction and project management. Expert in managing full document lifecycle using Aconex and EDMS platforms. Skilled in RFIs, NCRs, submittals, IFC & shop drawings, and maintaining compliance with client and consultant standards. Proven ability to coordinate efficiently with stakeholders, streamline documentation processes, and ensure timely delivery of accurate project information.

KEY COMPETENCIES

- Document Control Management
- - Aconex (Oracle Aconex)
- - EDMS Systems
- - RFIs, NCRs & Submittals Management
- - Shop Drawings & IFC Drawings
- Document Archiving & Indexing
- - Transmittals & Logs Management
- - QA/QC Documentation Support
- - Microsoft Office (Excel, Word, Outlook)
- - Project Coordination & Stakeholder Communication

PROFESSIONAL EXPERIENCE

- Senior Document Controller
- ACE Project Management (Moharram Bakhoun) – North Coast Extension Project
- Jan 2026 – Present | North Coast, Egypt
- Led document control processes through Aconex workflows
- Oversaw RFIs, NCRs, submittals, and drawings
- Ensured compliance by maintaining document control logs
- Facilitated document flow between departments and stakeholders
- Senior Document Controller
- El Maadi Group – Project Phase 2
- Jul 2025 – Jan 2026 | Cairo, Egypt
- - Managed project documentation lifecycle
- - Maintained archiving, tracking, and submission logs
- Senior Document Controller
- Modern Energy Solutions (MES) – Silver Sands & Uptown Cairo Projects
- Jan 2025 – Jul 2025 | Matruh / Cairo, Egypt
- - Managed documentation with Aconex
- - Coordinated workflow between departments and stakeholders
- - Maintained revision control and compliance with project standards

PROFESSIONAL EXPERIENCE

- Document Controller
 - Al-Ahram General Contracting – Car Showroom Project
 - Mar 2024 – Dec 2024 | Cairo, Egypt
 - - Controlled BOQs, drawings, and submittals
 - - Maintained transmittals, logs, and registers
 - - Provided accurate document indexing and archiving
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- Document Controller
 - Concord Engineering & Contracting – Maspero Towers Project
 - Oct 2021 – Mar 2024 | Egypt
 - - Managed IFC drawings, shop drawings, and inspection requests
 - - Maintained document control logs and revision control
 - - Ensured compliance with consultant standards
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- Document Controller
 - SIAC Construction
 - Nov 2020 – Oct 2021 | Egypt
 - - Handled document flow using EDMS systems
 - - Supported QA/QC teams with updated documents
 - - Maintained communication logs
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- Documentation Assistant
 - Gama Construction
 - Mar 2018 – Oct 2019 | Egypt
 - - Managed daily documentation and archival
 - - Tracked submittals and ensured proper classification
 - - Assisted design and construction teams
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PROJECT EXPERIENCE

- Maspero Towers Project
- Uptown Cairo
- Emaar Misr
- Silver Sands – ORA Development
- North Coast Extension Project
- Car Showroom Project

LANGUAGES

- - Arabic: Native
- - English: Intermediate

KEYWORDS

- Document Controller, Aconex, EDMS, RFIs, NCRs, Submittals, IFC Drawings, Shop Drawings, Document Control, QA/QC Documentation, Transmittals, Construction Projects, Document Management System, ISO Compliance

EDUCATION

- Bachelor of Commerce
- Beni Suef – Egypt