

# Souleiman El Ali - Document Controller

T: +96170732307 | E: souleiman.elali@gmail.com

## Summary

With over 13 years of experience as a document controller, I am a proficient professional with a proven track record in establishing and maintaining efficient filing and archiving systems for both physical and electronic documents. I strictly adhere to company and archiving protocols, encompassing expertise in supplier document controls, electronic filing systems, as well as technical library management.

## Professional Experience

### MAK Contracting

2012-2022

*Document Controller for Conveyor 800 project*

- Maintained a tracking facility enabling documents to be updated easily.
- Scanned relevant new documents.
- Checked accuracy of dispatched documents.
- Presented and filed documents and drawings.
- Ensured maintenance of hard copy information.
- Issued and distributed controlled copies of information.
- Managed and maintained a Document Control System.
- Ensured all documents are as up to date as possible within electronic filing systems.

### SEG-Societe d'Entreprise & de Gestion s.a.r.l.

2009-2012

*Document Controller for Aley Commercial Center*

- Responsible for all exchanged paper works including entering all given document related to: daily report, transmittal of document, logs, shop drawing, as built drawing, request for inspection and others under the supervision of the project manager.

### M.A. Kharafi & Sons

2015

*IT Trainee*

- Training related to IT infrastructure under IT manager Supervision Mr. Elias Gerges.

## Education

MUBS (Modern University for Business and Science), Bachelor degree in *Computer Science* 2011 -2016

## Languages

Arabic (Native), English (Intermediate), French (Intermediate).

## Computer Skills

Microsoft Office (Excel, Word, Powerpoint), Programming, Database including Emails and Spreadsheets.

## Extra-Curricular Activities

- Participate in DevOps Bootcamp from November 23, 2023 till now, the Bootcamp is funded by BMZ and implemented by GIZ in partnership with Park Innovation.
- Participated in providing comprehensive technical support and administrative assistance with the Chouf Cedar Reserve for a period of 60 days within the linked project.
- Activist and co-founder of the advocacy campaign (Brih aam tefroz):  
Collaborated with Breeh Aam Tefroz activists in training residents on sorting at the source and ensured secondary sorting and composting of organic waste at the waste treatment center.
- Activist and co-founder of the Environmental Gathering (Tajamo3 Al Bi2yin).
- Member of Waste Management Collation (WMC).
- Activist and co-founder of Together to Solve the Waste Crisis (Maan Li Hal Azmat Alnifayat).