

Karim Elsedemy

(HR & ADMINISTRATION - DOCUMENT CONTROLLER)

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Objective:

HR & Administration professional with 5+ years of experience in human resources, recruitment, administrative operations, employee records, attendance management, and document control. Experienced in PMWeb, Malachite HR System, Microsoft Excel, and document management processes. Skilled in coordinating with employees, departments, consultants, and contractors while maintaining accurate records and ensuring efficient workflow.

CORE COMPETENCIES:

- Document Control & Records Management
- PMWeb Administration
- HR Administration
- Employee Records Management
- Attendance & Timesheet Management
- RFI, MIR & WIR Tracking
- Transmittals & Correspondence
- Malachite HR System
- Time Management
- Audit Preparation
- Hardware & Software Troubleshooting
- Team Leadership
- Client Coordination
- CCNA (200-301)

Personal Profile:

Nationality:	EGYPTIAN
Iqama:	Valid
Transferable:	Yes
Driving License:	Valid

Academic Profile:

Graduation: BACHELOR'S DEGREE IN BUSINESS INFORMATION SYSTEMS

Software & Systems:

- **Document Control Software:**
(Aconex, PMweb, Procore, Primavera Unifier, Briton System)
- Microsoft Office Suite
- Database Management
- Email Correspondence

Job Experience:

ADMINISTRATIVE OFFICER - DOCUMENT CONTROLLER (Aug 2024 – Till Now)

Mass Construction Company-Tamimi / Jeddah, KSA

Client: ROSHN

Project: AL-AROUS

- Coordinated daily administrative operations and supported various departments.
- Maintained accurate employee records, documents, and administrative files.
- Managed employee timesheets, attendance, and working hours using Malachite HR System.
- Prepared daily and administrative reports using Microsoft Excel.
- Handled correspondence, emails, and office documentation.
- Supported HR and administrative activities as required.
- Manage the complete document lifecycle using PMWeb, including document registration, distribution, review workflows, approvals, revision control, and archiving.

Human Resources Specialist (Jan 2021 – July 2024)

EG Master Group Development / Cairo, Egy

Client: Brickwell Investment

- Managed the recruitment process, including sourcing, screening, and shortlisting candidates based on job requirements.
- Reviewed CVs and conducted initial interviews to assess candidates' qualifications and suitability for available positions.
- Coordinated interviews between candidates and hiring managers and followed up throughout the recruitment process.
- Maintained accurate candidate records and recruitment databases, ensuring all information was updated and organized.
Prepared recruitment reports and monitored the status of open positions and candidates.
Communicated with candidates regarding interview schedules, job offers, and recruitment updates.

Language and communication Skills:

- Arabic Native
- English Good