

Curriculum Vitae

Personal Information

Name: Mohamed Selema

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Professional Summary

Motivated and detail-oriented professional with a Master's degree in Public Law and over 3 years of experience in the engineering and construction sector, specializing in Fire Fighting Systems, Documentation Control, and Project Management Assistance. Proficient in AutoCAD, project coordination, and document control procedures, with strong organizational and communication skills. Seeking to leverage legal background and technical expertise to contribute effectively to dynamic projects within leading organizations.

Education

Master's Degree in Public Law – Faculty of Law, [Menoufia University], [2020:2021]

Bachelor of Law (LL.B.) – Faculty of Law, [Menoufia University], [2016:2020]

Professional Experience

Deutschland Technology Limited – Egypt

Documents Controller & Project Management Assistant (2021 – Present)

- Managed and organized project documentation ensuring compliance with ISO standards and company procedures.
- Assisted project managers in planning, monitoring, and reporting project progress.
- Coordinated with engineering teams on Fire Fighting Systems projects.
- Prepared, reviewed, and updated technical documents, drawings, and AutoCAD layouts.
- Ensured efficient communication between clients, consultants, and contractors.
- Supported project schedules, material submittals, and progress reports.

Key Skills

- Project Management Assistance
- Documentation Control (ISO standards, filing systems, archiving)
- Fire Fighting Systems (technical understanding & documentation)
- AutoCAD (designing, editing, reviewing technical drawings)
- Legal & Contractual Knowledge (contracts, compliance, risk assessment)
- MS Office Suite (Word, Excel, PowerPoint)
- Strong communication & teamwork skills
- Ability to work under pressure and meet deadlines

Languages

Arabic – Native

English – Very Good (spoken & written)

References

Available upon request