

# ABDELRAHMAN YOUNES SHAHIN

*Executive Assistant | Senior Document Control Specialist*

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Arabic (Native) | English (Fluent) | UAE Driving License

## PROFILE

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Results-driven Executive Assistant and Senior Document Control Specialist with 8+ years of experience embedded at the right hand of Chairmen, CEOs, Area Managers, and Project Directors across the UAE. I don't just keep things organized — I make things faster, cleaner, and more reliable. Whether that's overhauling a broken EDMS, cutting document approval cycles, or making sure an executive's day runs without friction, I take full ownership and deliver. Calm under pressure, trusted with confidential matters, and always three steps ahead.

## KEY SKILLS

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- Executive Support: End-to-end calendar ownership, inbox and communications management, travel logistics, and acting as a trusted gatekeeper for senior leadership
- Operational Efficiency: Proven track record of streamlining workflows, reducing bottlenecks, and driving process improvements that save time and reduce risk
- Stakeholder Management: Skilled at liaising between C-suite, government clients, contractors, and multi-disciplinary teams with professionalism and discretion
- Document & Information Control: Expert-level command of Oracle Unifier Primavera, Aconex, SharePoint, and MS Office Suite
- Reporting & Executive Communications: Drafting high-quality reports, formal correspondence, presentations, and meeting materials for senior audiences
- Judgment & Autonomy: Comfortable making decisions independently, prioritizing competing demands, and escalating only when it truly matters

## PROFESSIONAL EXPERIENCE

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### **Document Control Specialist | EA to Project Director** | Feb 2025 – Present

*Ewan Architectural & Engineering Consultancy — Confidential Fast-Track Project | Client: ADPIC / PMC: AECOM Middle East | Oracle Unifier Primavera*

- Personally, overhauled the client's EDMS — reclassified document categories that were previously too broad, and introduced missing metadata fields that transformed reporting accuracy and made audits significantly faster
- Managing 200+ documents per day on a fast-track confidential government project, maintaining zero backlogs under sustained high-volume pressure
- Significantly reduced approval turnaround times by building a proactive follow-up system — flagging overdue items before they became blockers and keeping the approval chain moving without chasing from the top
- Serves as the CEO's first point of contact for project communications, filtering and prioritizing incoming correspondence to protect focus time
- Coordinates cross-functional teams, AECOM consultants, and contractor workflows, ensuring document submissions land on time every time

### **Document Controller** | Feb 2024 – Jan 2025

*Al Suweidi Engineering Consultant — Project: Landscape at 21 Parks, Sweihan Housing (Al Ain) | Client: ADHA / Employer: MUSANADA | Oracle Unifier Primavera*

- Ran the Project Director's calendar and daily schedule end-to-end, ensuring critical client meetings and submission deadlines were never missed
- Became the go-to bridge between the Project Director, and the ADHA client — translating executive decisions into clear actions across the project team

- Produced executive-level progress reports and formal client correspondence, delivering polished outputs with minimal direction
- Maintained full document compliance across a complex multi-site landscape project, keeping all submissions current and audit-ready throughout

### **Document Controller | EA to Area Manager** | Aug 2021 – Feb 2024

*Consolidated Consultants Engineering & Environment (CCG) — Project: Souq Al Jami' Mall, Al Ain | Client: Presidential Court (MOPA) | Contractor: ADICC*

- Built the document control framework from the ground up for a high-profile Presidential Court project — writing procedures that set the compliance standard for the entire engagement
- Managed the Area Manager's schedule, communications, and stakeholder relationships across a demanding, multi-contractor environment
- Coordinated project-wide events and cross-team logistics, ensuring smooth execution from planning through to delivery
- Prepared all executive-facing presentations, meeting packs, and reports — consistently delivering materials that were ready to walk into a boardroom

### **Document Controller | Executive Assistant to Chairman** | Dec 2017 – Aug 2021

*Winner Consulting Engineers (WCE) — Project: Civil Defense at Qasr Al Bahr | Client: Abu Dhabi Police / Employer: MUSANADA | Oracle Unifier Primavera*

- Acted as the Chairman's Executive Assistant — the person he relied on to make sure every meeting, trip, report, and commitment was handled without being asked twice
- Owned end-to-end travel and logistics coordination for the Chairman and senior leadership, managing itineraries, bookings, and on-the-ground arrangements seamlessly
- Onboarded and trained 3 new document control staff — designing their induction around the company's system and standards, ensuring fast, consistent adoption across the team
- Drafted formal correspondence, executive reports, and presentations for Abu Dhabi Police and MUSANADA — documents that represented the Chairman's voice externally
- Managed full document lifecycle for a sensitive government security project, maintaining strict confidentiality and compliance with Abu Dhabi Police requirements throughout

## **EDUCATION**

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**Bachelor of Management Information Systems (MIS)** — Future Academy, Egypt | 2013 – 2017

## **TECHNICAL PROFICIENCY**

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Oracle Unifier Primavera | Aconex | SharePoint | MS Office Suite (Advanced) | Electronic Document Management Systems (EDMS)

## **AVAILABILITY & LOCATION**

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Based in the UAE with a valid residency visa and UAE driving license. Fully open to remote work aligned to US business hours, hybrid arrangements with travel to the US as needed, or employer-sponsored relocation. Available immediately.