Ummer

E-Mail: ummer.168940@2freemail.com

12 years of experience in Engineering Document Control using Electronic Document Management System (EDMS) environment Process Control in world class companies.

**Core Experience**

* Final Documentation & Handover activities
* Preparation of Basic Documentation requirement as per contract guide line.
* Document Up loading/Extracting & Updating Database on daily basis.
* Preparation of documentations, distribution system within organization in coordination with project management team.
* Implementation of Document Flow matrix and numbering system.
* Effective implementation of Electronic Document Management system.
* Developing and implementing Database of Project Documents.
* Maintaining and up keeping manually all Master Copies.
* Maintaining Numbering, Distribution and Archiving of all documents.
* Receipt, Control, Storage and issue of Project Documents with complete details.
* Maintaining and establishing the project reference library and distribution matrix.
* Control of DCG printing facilities & keeping clear records.

**Educational Qualifications**

* Higher Secondary (HSE) Certificate from Kerala Higher Secondary Board
* Secondary School Certificate from Kerala Board of Examinations.

### Computer Proficiency

* Excellent working Knowledge in **MS Office**,
* **Livelink -** Livelink is a Web-based system that organizations use for storing, sharing, managing, and distributing information
* **Primavera Expedition -** Electronic Document Management System in ADAC

**Career History**

**Sr. Document Controller (Lead Specialist, Document Management) Nov 2013 – Present**

**Kellogg Brown and Root Inc. (KBR)**

**Abu Dhabi, UAE**

KBR provides Construction Management Services (CMA) to Abu Dhabi Airports Company (ADAC) for the Expansion program at Abu Dhabi International Airport.

**Ongoing Projects:**

* ADAC Terminal -1Segregation Project(Project Completed)
* ADAC TRANSCO Permanent Water Connection Project
* ADAC Utility Plant & Distribution Project (UP&D)
* ADAC District Cooling Plant (DCP) (Project Completed)
* ADAC Al Bateen Executive Airport Helicopter Hanger Project (Project Completed)

**Main responsibilities are:** .

* Implements approved document/data management solutions with a primary focus on document control and records management.
* Manages the receipt, tracking, and monitoring of documents through the use of standard document management programs to register documents, maintain databases, and produces logs, transmittals, and other reports as required.
* Provides assistance to users in capturing and locating electronic information, Establishes and maintains clear/concise work standards and goals.
* Verifies retention requirements, arranges document cataloguing, packing, and long-term storage or disposal of appropriate documents at time of closeout. Manages scheduled destruction of archived documents according to company and/or Client guidelines; provides assistance with document retrieval.
* Performs other responsibilities associated with this position as may be appropriate.

**Document Controller Jun 2007 – Nov 2013**

**ADAC P&D (Abu Dhabi Airports Company)**

**Planning & Development**

**Abu Dhabi, UAE**

**Main responsibilities are:**

* Preparing transmittal for outgoing documents and distribute to all relevant parties.
* Distribution Engineers comments of Shop drawings, Technical Query and other project related documentation to the relevant department as per the distribution matrix.
* Keeping updated accurate information record in Hard and soft copy and place it to server and operating Management System & Uploading documents.
* Prepare and sign for distribute delivered packages, coordinate and maintain records for management.
* Distribution of documents and correspondence between contractor, clients and sub-contractors and maintain the correspondence and Register, log, distribute, track, issue, maintain and control office and site project documents and drawings.
* Maintains files and computerized indexes for all documents. Generates electronic /hardcopy reports as needed by the project or management.
* Prepares transmittals for construction and engineering documents and requisitions.
Preparing transmittal for outgoing documents and distribute to all relevant parties.
* Coordinate with the field engineer for whatever drawings or manuals essential in the construction
* Provide assistance and support in the completion of documentation requests & reports

**Personal Information**

 Date of Birth : May 04, 1982

Place of Birth : Bandiyod

 Citizenship : Indian

 Marital Status : Married

 Religion : Muslim

 Sex : Male

Expired Date : August 08, 2022

Visa Status : Employment

Driving License : Valid UAE Light Vehicle