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**AYAZ**

### Lead Document Controller

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### PROFILE

Proficient **Lead Document Controller** with more than eleven years of combined experienced in Document Control of EPC, FEED, EPICC, O&M, and Shutdown & Turnaround projects in Oil and Gas, and Independent Water & Power Projects (IWPP). Specialties in Multi-Stage Flash & Reverse Osmosis Seawater Desalinations, Power Plants (CCGT, HE & CF), Wastewater Treatment Plants, Intake Pumping Stations, Intake Channels, AG/UG & Offshore Piping, Large Storage Tanks, Civil Works, Road, and Buildings.

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| **CORE COMPETENCES** |  | | |
| **Knowledge** | **Skills** | **Abilities** | **l** |
| Wastewater Treatment | ACONEX, PM+ & EDW | HR,GR / Administration |  |
| Oil & Gas / Management | DocStore ,WebDMS & Proofpoint | Progress Reporting |  |
| Power Plants (CCGT, HE & CF) | EDMS,CCMS,PAAMS,CW | Claims/Billing |  |
| Roads & Buildings | Seatrout,InfoWork,E-Room | Quality Control |  |
| Large Storage Tanks | Advance AutoCAD | EVM/KPI/Dashboards |  |
| FIDIC & QGCC | Advance MS Office & Adobe Acrobat | Execute Plans |  |
| LNG/Fuels | PDMC | Material Requisition |  |
| Green & Brown Fields | MCSE & General Administration | Letters/Transmittals |  |

**EMPLOYMENTS DETAILS**

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| Project & Client | Location | Position | Employer | Duration |
| Habshan-II ESD & Compressors 91/92 Control Systems Upgrade Project -GASCO | Abu Dhabi Habshan UAE | Lead Document Controller CumProject Administrator | UTS KentMember of SNC Lavalin | 1-May-16 up to present |
| West Qurna I – Initial Oil Train Project (ExxonMobil) | Abu Dhabi UAE / Iraq | Lead Document Controller | Abu Dhabi Kentz Engineering and Construction Company | 1-Jun-15 up to Dec 2016 |
| Camp\_Management\_Study - Zakum Development Authority (ZADCO) | Abu Dhabi UAE | Sr. Document Controller | Abu Dhabi Kentz Engineering and Construction Company | 17-April-15 up to May -15 |
| River Water Intake Project at Iraq (Shell Iraq Petroleum Development Services -SIPD & FWK | Abu Dhabi UAE | Sr. Document Controller / Planning Assistant | Abu Dhabi Kentz Engineering and Construction Company | 17-April-14 up to 15-April-15 |
| Infra Works & Sensor Installation at ZAKUM, (ADMA –ZADCO)Advanced Integrated Systems. (AIS) | Abu Dhabi UAE | Sr. Document Controller / Admin | Abu Dhabi Kentz Engineering and Construction Company | 15th Sep 2013 up to May 2015 |
| ZWSC GG-II Turbo Power Generator - G 130 A/BControl & Electrical System Upgrade (ADMA-OPCO) | Abu Dhabi UAE | Sr. Document Controller | Abu Dhabi Kentz Engineering and Construction Company | 10th June 2013 up to 15th May 2014 |
| ESD SYSTEM REPLACEMENT AT HABSHAN 0&1 (GASCO) | Abu Dhabi UAE | Sr. Document Controller / Coordinator | Abu Dhabi Kentz Engineering and Construction Company | 2nd May 2013 up to December 2013 |
| Storex Control System Upgrade Project (ADGAS) (Engineering, Procurement, and Construction Scope) | Das IslandAbu Dhabi UAE | Sr. Document Controller / IT assistant | Abu Dhabi Kentz Engineering and Construction Company | May 2010 up to October 2013 |
| Zakum Development Authority (ZADCO)Installation of Water Injection Booster Pump at WHP – 15 Projects Umm Al Dalkh Facilities (Engineering, Procurement, and Construction Scope) | Abu Dhabi UAE | Sr. Document Controller / Admin | Abu Dhabi Kentz Engineering and Construction Company | June 07th, 2010 up to 23 Oct 2010 |
| Zakum Development Authority (ZADCO)Additional Power Generation at CPC Umm Al Dalkh Facilities (Engineering, Procurement, and Construction Scope) | Abu Dhabi UAE | Sr. Document Controller / Admin | Abu Dhabi Kentz Engineering and Construction Company | June 2010ToSep 2010 |
| Onshore Gas Development III Project (GASCO) | Habshan Abu Dhabi UAE | Sr.Document Controller | Abu Dhabi Kentz Engineering and Construction Company | Oct 2006ToMay 2010 |

**Duties and Responsibilities:-**

* Performed as an efficient and effective Discipline Document control, and carry out assigned project’s document control actives.
* Reviewing the document control requirements and methods on a continual basis, in terms of systems, procedures, processes, services and resources, in order to provide innovative recommendations for improvements, as required.
* Responsible for setting up Document Control requirements of a Project and implementation of Database Management system & Procedures.
* Resolving project document control issues, in conjunction with Functional & Project team.
* Participate in and facilitate internal and Client audits, and meetings as required, concerned with the functional & Project team.
* Collaborating with project controls and project engineering in setting up the project details in DMS / System.
* Establishing & maintain complete records of all projects, engineering technical & non-technical documents in hard copies and electronic files, and monitoring the revisions and approval status. This applies to internal, Client, vendor and any other third party documents.
* Registering, recording & distributing the entire incoming and outgoing document in a timely manner, in accordance with the established departmental procedure, project-specific procedures and agreed project distribution matrices.
* Maintain the master filing system as per project procedure and filing index.
* Carryout expediting, by generating and issuing appropriate exception reports to the project engineering and project management, in order to highlight delays, such as overdue approvals by the client or other parties, overdue comments/approvals on vendors documents by engineering etc.
* Supporting project controls in the preparation of the project progress reports and other details as required.
* Ensuring single point interface for all document control activities on a project for client, vendors and subcontractors.
* Provide necessary procedural and database management training to the project document control staff & other project team.
* Establish platform for exchanging of data between client, vendors and sub-contractors.
* Provide necessary reports to the Project Management Team.
* Co-ordinate with other design office and Site Office for project data management system.
* Allocating numbers to internal, external documents & correspondences.
* Familiarize with the project/client requirement on project close out, data retention and archival and also on As-built, Vendor Manufacturing Record Book and develop necessary work process.

Tracking for As Built and progress data.

* Handling all Petty Cash transactions.
* In charge for transportation & Staff Accommodation.
* Overall in charge for Staff & Management Time sheet.
* Handled all administrative activities related to staff management & office requirements.
* Maintenance of employee leave records, ticket and other annual entitlements.
* Charter flight booking & travel arrangement
* Answer the telephone in a professional manner and transfer to appropriate staff members.
* Responsible for daily attendance of staff & workers and update in the system for monthly Payroll.
* Monitor the expiry of the visa, labour card, passport, health card expiries and process the renewal based on the management approval.
* Handling passport routines, medical insurance & associated claims, ID cards, access passes, Vehicle pass stickers, etc.
* Preparing Material Requisition as per site requirement and submitting to procurement.

**EDUCATION**

### BA – Peshawar Islamia College

### Secondary School Certificate 2005, from Board of Intermediate & Secondary Education, Peshawar

**ADDITIONAL QUALIFICATION**

### Computer Certificate Holder,

### Electrical Certificate holder.

### MCSE Certificate holder.

### AutoCAD Advance Certificate holder.

**TRANINGS**

### Health, Safety and Environment

### Integrated Management System

### HSE Induction

### BOT Training

### H2S & Fire Fighting Training

### HSEMS Training

### Near Miss Reporting Training

### Fire Warden Training

### Communication Skill

### Code of Ethics

### Basic First Aid

**LANGUAGES**

### English, Urdu, Hindi, Arabic, and Pashto

**REFERENCES**

### I, hereby, declare that the above mentioned information is correct up to the best of my knowledge and I am ready for any kind of confirmation enquiries.

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