###### Photo**ASHRAF**

***ASHRAF.216944@2freemail.com***

# Personal Data

Date of Birth : 15th March, 1979

Nationality : Pakistani

# Worked as:

# DOCUMENT CONTROLLER, Assistant QUANTITY SURVEYOR, AUTOCAD MANAGER

# SUMMERY

# More than 10 years of experience in Document Control / Auto Cad Manager/ Quantity Survey for Engineering and Construction. With a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of electronic data management systems, supplier document controls, electronic filing systems, final handover.

# Academics

* Diploma in Document Controller (EDMS)
* Diploma in Quantity Survey
* Postgraduate Diploma in Information Technology (PGD-IT)
* Bachelor of Science (B.Sc)

# COUNTRIES OF WORK EXPERIENCE

Saudi Arabia, Vietnam, Afghanistan and Pakistan

# Professional STRENGTHS

* Ability to relate and interact successfully with a multi-cultural workforce at all levels.
* Good coordinating skills and high degree of accuracy.
* Worked effectively as a team member and met stringent deadlines consistently through effective prioritization of workload and delivery schedules.

# OTHER SKILLS

* Possess excellent inter-personal, analytical & communication skills.
* Ability to work as a team player as well as able to train and supervise the team.
* High degree of commitment to work and quick learning ability.
* Strong computing skills including MS-office, AutoCad,Aconex

# EMPLOYMENT DETAIL

**Al-Bawani**

Prince Sultan Air Base Al-Kharj Saudi Arabia

Designation : **Document Controller**

Period : Sep 2015 – till date

**JOB RESPONSIBILITIES**

* Verify retention requirements; arrange hard copies filing
* Maintenance of original/approved documents and check print files
* Preparing Work Order request for inspection.
* Update database of company's key personnel, suppliers, sub-contractors, client’.
* Keeping the records of all manpower and equipment, the records of stationery and prepare the requisition.
* Keeping track of acknowledgement of all the outgoing letters / corresponding from the concerned parties / employees so that no one can deny that he has not received the letter.
* Issuing Internal Memo's as per the instruction of General Manager / Contract Manager.
* Keeping records of the minutes of meetings with Clients / Consultant and remind to the Managers about the forthcoming meetings.
* Preparing of Roster for the Manpower Distribution and keep checking through their Foremen whether the staffs are working fully present or not.



**MAK Engineering Services Peshawar, Pakistan**

 House No. 22-FA, Railway Road University Town, Peshawar, Pakistan

Designation : **Document Controller/Assistant Quantity Surveyor**

Period : December 2012 – December 2014

**JOB RESPONSIBILITIES**

* Maintain electronic filing system and handle incoming and outgoing mails.
* Liaison with the project team member for preparation of all technical submissions.
* Ensure all submissions are submitted in timely manner , appropriate approval/rejection are obtained and formally recorded and that changes and revisions are managed as part of document control process
* Ensures that all project documents are properly received, recorded, classified, coded, files and transmitted.
* To ensure that all corporate documents are well checked and submitted on time prior to the documents submission due date.
* Engineering document management, processing and issuing
* Document & drawing quality control, scanning and filing
* Vendor’s document & drawing processing, quality check, registration, and printing Developed document management strategy, principles and procedures
* Assist to Senior Quantity Surveyor for Checking and preparing of Bill of Quantity.



**Japan Transportation Consultant INC. of Tokyo Japan**

Tay ho district, Hanoi, Vietnam

Designation : **Document Control Specialist**

Project : Hanoi City Urban Railway Construction

Period : November 2009- March 2014

**JOB RESPONSIBILITIES**

* Responsible for the establishment of Document Control Procedure. The document control procedure include drawing schedule control procedure, document submittal and receipt procedure, secrecy observation procedure, document status indication procedure etc.
* Maintain and safe keeps a systematic central document files in accordance with Master Document Register.
* Filing of project documents such as Specifications, Reports, and Drawings.
* Handled the tasks of scanning and indexing documents and manuals into the electronic filing systems
* Responsible for distribution of project documentation to the project team in a timely and accurate manner
* Maintain correspondence log with Client and keep hard copies of all project correspondence such as letters, fax, transmittal etc
* Perform regular audit on corporate documents in order to ensure that all documents are properly submitted to other departments which are very necessary.
* Ensure proper control of latest revisions of project documents.
* Responsible for distribution of project documentation to the project team in a timely and accurate manner
* Ensure that all internally prepared drawings are logged in to the document control system and that all issues are properly logged with appropriate transmittal
* Maintain correspondence log with Client and keep hard copies of all project correspondence such as letters, fax, transmittal etc.
* Quality Control of reports and Drawings, Support Quality Management in the performance of quality reviews and audits.
* Ensure that the document control function is being performed in accordance with the procedures and in a timely manner

**Japan International Cooperation System (JICS)**

09, Street 38, Sector G 6/1-3, Islamabad

Designation : **Surveillance Engineer/ Technical Secretary**

Project : Re-Construction of Hospitals and Basic Health Units Batagram.

Period : March 2008- Oct 2009

**JOB RESPONSIBILITIES**

* Responsible for Daily, Weekly Monthly reports
* Review all contract requirements, specifications & construction drawings.
* Check and monitor contractor’s equipment and material, compare it with approved mobilization plan.
* Co-ordination with Authorities & locals
* Prepare memos, letters, statistical report and other correspondence to the contractor.
* Ensure security of office, staff, and physical assets belonging to the organization.

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**Ghulam Rasul & Company (Pvt.) Ltd.**

Baba yadgar opposite Pakistan Consulate Mazar-e- Sharif Afghanistan

Designation : **Document Controller**

Project : Samarkandian road

Period : April 2007- Dec 2007

**JOB RESPONSIBILITIES**

* To ensures that all project documents are properly received, recorded, classified, coded, files and transmitted
* To ensure that all the confusions are cleared that all documents have no errors in file-names, submissions, etc before submitting it to the nest department to avoid confusion.
* Responsible for the validation of documents so will have to see that file validation and document controlling are going to the proper department.
* Responsible for coordinating with all departments of the company in order to assure that all documents are kept in the right place and in the right department file archive.

 **KITANO Construction Corp. Japan/ Client PCI JICA**

 Tokyo Head Office: 9-2 Ginza 1-Chome, Chuo-ku. Tokyo, Japan 104-8116

Designation : **Document Controller/AutoCAD Manager**

Project : Urgent Rehabilitation Support Project (URSP) in Mazar -e- Sharif

 Afghanistan

Period : April 2005 – March 2007

**JOB RESPONSIBILITIES**

* Establish a project filing Index for all the hard copies of Engineering documents stored by the project.
* Provide technical clerical support and secretarial duties to the department head, team leaders and engineers.
* Prepared Cad Manual for drawing numbering system, drawings layers.
* Maintain electronic filing system and handle incoming and outgoing mails.



**Gulf Consulting Associates (GCA)**

 H.No. 27, Street 11, Sector N-1, Phase-IV Hayatabad, Peshawar Pakistan

Designation : **Document Controller**

Project : Road & Sewerage Treatment Plant in Peshawar, Pakistan

Period : Jun 2003 -October 2004

**JOB RESPONSIBILITIES**

* Responsible for the establishment of Document Control Procedure
* Maintain electronic filing system and handle incoming and outgoing mails.
* Liaison with the project team member for preparation of all technical submissions.
* Prepare memos, letters, statistical report and other correspondence to the contractor.
* Provide technical clerical support and secretarial duties to the department head, team leaders and engineers.
* To ensure that all corporate documents are well checked and submitted on time prior to the documents submission due date.
* Engineering document management, processing and issuing
* Document & drawing quality control, scanning and filing
* Vendor’s document & drawing processing, quality check, registration, and printing
* Trained new workers on document processing procedures

# PERSONAL STATEMENT

I believe in honesty, simplicity, teamwork and commitment. I have very high standard of quality and always strive for improvement. I like challenges Recognition and sense of achievement since these are most motivating factor for me. I enjoy working in truly multinational and multi cultural environment.