**First Name of Application CV No 1639464**

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**PROFESSIONAL EXPERIENCE**

11/2015 – up to this day - **Bonatti S.P.A. Document control**

Realization of a compressor station in hassi r’mel pipeline 48”

Following the documents of engineering and correspondence with ARH for preliminary dossier and CTC

Responsible for the receipt, coordination, filing, processing, distribution, monitoring, reviewing

Preparation and initiation of project documents - Ensure all internal documentation are circulated and reviewed in a timely and effective manner - Record of the documents in the EDMS - Management of physical archives

08/2015 – 11/2015 - **GE Power and Water** - **Document Control**

Responsible for the receipt, coordination, filing, processing, distribution, monitoring, reviewing

Preparation and initiation of project documents - Ensure all internal documentation are circulated and reviewed in a timely and effective manner - Record of the documents in the EDMS - Management of physical archives

05/2013 – 07/2015 – **TECHNIP** - **Document Control QAQC and QA engineer**

**PROJECT**: Algiers Refinery rehabilitation part to increase refinery crude processing capacity by 35%, and for the modernization of existing utilities and offsite facilities.

- Schedule internal and external audits ( ISO 9001: 2008 ).

- Contribute and implement a Quality Management System

- Design and decline the plan, procedures and quality measures   
- Develop and evolve quality control procedures and compliance enforcement   
- Supports continuous process improvement through detailed failure analysis for non-conformances, and investigates, develops and implements effective and compliant solutions for process corrections, retrospective and remediation action plans, and for corrective and preventive actions (CAPA Program).

- Monitor, analyze quality data and determine changes and / or improvements

- Analyze non-conformances ( NCR ), define and recommend corrective actions and monitor their implementation

- Issue Inspection activity weekly report (Main events, NCR evolution, events to come...)

- Monitoring and updating reports on the work done on site   
 - Updating quality related databases (easy plant)

- Monitoring and updating the report on the work carried out on site

- Preparation of minutes of meetings with the subcontract and the client

- Internal audit

- Follow built by contribution to standards (ASME, NACE, API, etc ..)

- Follow the spools be mounted on a suitable site had shut down the (partial plant shutdown)

- QA quality assurance prepare internal and external audit for subcontractor

- Prepared and follow up the non-conformity and surveillance report

- Preparation and monitoring of packages and invitations for the ARH (regularization authorities of Hydrocarbons)

- Calculates weekly and monthly KPI in easy plant

08/ 2011 - 10/2012 - **SAIPEM CONTRACTING ALGERIE - Piping Quality supervisors**

**PROJECT**: MLE Project for the construction of a CPF (Central Processing Facility) Hassi Messaoud (one of largest Oil and Gas Field)

- Preparation of test files pack (hydraulic and pneumatic test)  
 - Checking welding summary list with isometric (sketch)  
 - Certificate of hardware and punch list  
 - Organization of RFI (request for inspection) with the client  
 - Supervision of on-site testing (site)  
 - Verification of the final PV testing  
 - Supervision of blowing, flushing and Reinstatement (cleaning pipes, valve and equipment and their resettlement)

03/2011 – 08/2011 - **SAIPEM CONTRACTING ALGERIE - Document Control QAQC**

**PROJECT: MLE** Project for the construction of a CPF (Central Processing Facility) Hassi Messaoud (one of largest Oil and Gas Field)

- Preparing PV welding (visual, radiographic and liquid penetration)  
 - Monitoring and updating of QTS (Quality Track System)  
 - Search certifications materials on internal database

01/ 2010 – 12/2010 - **RENAULT ALGERIE -** Customer Relationship Leader

Customer complaint Management.  
 Receive customer in our office if it lives near our locos if the non-oriented agent nearest. where he lives.  
 Customer Satisfaction Reporting

06/2009 – 11/2009 - **LEADER CALL (**Call Center**) –** teleoperator

**EDUCATION**

2009/2011: **Institute International de Management (INSIM) Bachelor in Business Administration (BBA) “ESGCI Paris”**

2006 /2008: **Institute International de Management (INSIM) Higher technical diploma in marketing**

**LANGUAGES**

French, Arabic read and spoken fluently, English level advanced

**IT**

Proficient in Microsoft Office Suite (Word / Excel / Power point/MS project)

**PERSONAL ATTRIBUTES**

, Team player with a proven sense of organization and responsibility, conscientious, good communication skills

**HOBBIES**

Reading, Internet, Science, Sport (Jogging, Tennis, Soccer and Swimming)