***Document Controller cum QAQC* Assistant & Asst. Administration.**

**CAREER OBJECTIVE:**

Able to work on own initiative and as part of a team. Proven leadership and problem solving skills involving managing, developing and motivating teams to achieve their objectives and dedicated to maintaining high quality standards.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** Asqalan Construction & Development LLC, UAE

**Tenure:** July 2014 – June 2015

**Designations:** Document Controller cum QAQC Assistant & Asst. Administration

**Project: Commercial Center (Block B) UAE**

**Structure** GF+1stF+2ndF+Roof+Top Roof

**Organization:** Dubai Civil Engineering LLC, Dubai, UAE

**Tenure:** Nov 2008 – June 2014

**Designations:** Document Controller cum QAQC Assistant & Asst. Administration

**Projects: Palma Residences, UAE**

**Structure** 104 Villas (G+1 Floors)

**Remraam Housing, Dubai, UAE**

**Structure** 56 Buildings (G+5, 6, 7 Floors)

**23 Marina Residences, Dubai Marina, Dubai, UAE**

**Structure** 4B + G + 4P + 81 Floors

**Client** HIRCON International

**Consultant** KEO International

**ROLLS & RESPONSIBILITIES:**

* Assist staff with administrative duties as requested.
* Cooperate in the maintenance and/or modification of agency data collection system.
* Oversee database management for quality assurance.
* Provide training to staff on database encoding.
* Maintain accurate daily accounting of fees, donations and other revenue.
* Assist with completion of necessary statistical reports as requested.
* Compile statistical information for Executive Director as requested.
* Develop and maintain agency inventory system.
* Type and word process documents as needed.
* Update and maintain mailing lists.
* Produce mailing labels and reports as requested.
* Maintain appropriate interpersonal relationships with employees, peers, and consumers.
* Facilitate special event registration and execution.
* Assist with various program operations as requested as responsibilities permit.

**AS QAQC ASSISTANCE MY RESPONSIBILITIES INCLUDE:**

* Checking of concrete quality (Slump, temperature, cubes) etc.
* Prepare summary sheet of pouring concrete record, concrete observation reports, RFI, Inspections of (Work & Materials), NCR, Snagging list.

**AS ADMINISTRATION ASSISTANCE MY RESPONSIBILITIES INCLUDE:**

* To manage all the time sheets for all the labors & staff. Prepare labors salary cards according to their overtimes
* Filing the documents about the internal or external affairs
* Consulting and coordinating with Insurance Company for any related process and issues.
* Manage the petty cash
* Managing Supervisors & Labor Staff Accommodation
* Daily reporting to the Department Head.
* Maintaining daily Duty schedule of the Camp Duty Staff.
* Maintaining daily attendance of Camp Staff.

**Organization:** Mahmood Cotton Fabrics, Multan PAK

**Tenure:** March 2004 – August 2008

**Designations:** Administration Controller

**ROLLS & RESPONSIBILITIES:**

* Assist staff with administrative duties as requested.
* Cooperate in the maintenance and/or modification of agency data collection system.
* Oversee database management for quality assurance.
* Provide training to staff on database encoding.
* Maintain accurate daily accounting of fees, donations and other revenue.
* Assist with completion of necessary statistical reports as requested.
* Compile statistical information for Executive Director as requested.
* Develop and maintain agency inventory system.
* Type and word process documents as needed.
* Update and maintain mailing lists.
* Produce mailing labels and reports as requested.
* Maintain appropriate interpersonal relationships with employees, peers, and consumers.
* Facilitate special event registration and execution.
* Assist with various program operations as requested as responsibilities permit.

**Organization:** Nippon Yusen Kaisha NYK Line, Lahore, PAK

**Tenure:** January 2003 – February 2004

**Designations:** B/L Controller (Export Dept.)

**ROLLS & RESPONSIBILITIES:**

* Preparing bill of lading and keeping its records in soft and hard copies.
* Controlling the flow of required documents between the departments.
* Producing records on demand.
* Collecting charges billed to the consignee.

**ACADEMIC EDUCATION:**

* Higher Secondary School Certificate (1999)
* Secondary School Certificate (1997)

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* Outstanding command over verbal and non-verbal communicative & interpersonal skills.
* Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
* Confidently able to work independently or in a team to deal effectively with educators & employees.
* Flair to organize & prioritize tasks to meet deadlines.
* Ability to manage multiple projects with minimal supervision.
* Have a good level command over English and Urdu Languages.

**CERTIFICATION / ADDITIONAL SKILLS:**

* Microsoft Windows
* Microsoft Office
* Auto Cad 2D-3D
* In-page, Corel Draw
* All Internet related tasks and use of third party software.

**INTERESTS AND HOBBIES:**

* Hobbies include anything to do in music, poetry, reading historical books, and all religious books. Enjoy and actively participate in a wide variety of sports and creative activities.

**PERSONAL INFORMATION:**

**Date of Birth:** 4th November, 1981

**Nationality:** Pakistani

**Marital Status:** Married

**Religion:** Islam

**First Name of Application CV No:** **1668516**

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