**MOHAMMED**

[**MOHAMMED.290362@2freemail.com**](mailto:MOHAMMED.290362@2freemail.com)

**Senior Document Controller**

**Synopsis*:***

A performance driven and technically savvy professional with over 14 years of work experience in document control in the Oil and Gas engineering industry and dealing with both Vendor and Engineering companies. Ability and skill set to organize work load and to manage filing methods and management techniques. Detail oriented and likes working on challenging projects under tight deadlines and high pressure.

**Summary:**

Working for fourteen years of overall experience in document control, record management, drawings archives, project support services, system support, Proposal support, material coordination and material Control. My main focus is on Electronic Document Management System (EDMS). Complete knowledge of Maintenance of Important Correspondences & Control of important documents / records / reports, Preparation of (Self-Correspondences) Drafting of letters for the important business letters received, day to day office management, Preparation of Presentation documents, spreadsheets, graphical representations, pie charts, bar charts required for Board Meeting.

**Core Competencies:**

* Trained and gained knowledge in ISO 9000:2000 Quality Management Systems.
* Working knowledge of Engineering documents, drawings and specifications.
* Knowledge of ISO guidelines.
* Knowledge in Oil & Gas document management activities.
* Experienced in working in an engineering project group.
* Capable of leading teams
* Capable of understanding the interface between other systems (client, contractors, suppliers, etc)
* Strong communication, prioritization and organizational skills.
* Good understanding and experience of document control systems, technologies, databases, processes and procedures.
* Understanding of the engineering and construction workflow for a project.
* Sound knowledge of Engineering Documentation and Technical drawings, Specification, Procedures, B.O.Q, and preparing a Document Controlling Systems, for the Projects
* Familiarity with Technical Documentation (Specifications, drawings, design analysis, quality manuals, software, external standards, validation protocols, department procedures and work instructions, etc).
* Actively participate in the operation and maintenance of the document control centre and electronic document management systems (EDMS).

**Academics**

* Bachelor in Arts from Deoghar Hindi Vidyapith
* Intermediate in Commerce, Patna, Bihar
* SSLC Matriculation, Patna Bihar

**Professional Development**

Page 1

* **DISM** - Diploma in Information and System Management from APTECH, Jamshedpur, India. (1996-1999)
* Training in ISO 9000:2000 Quality Management Systems.

**IT Forte**

|  |  |
| --- | --- |
| **Operating System** | WIN XP/ 7/ 8/ 2000/ 2003/ 2008, |
| **MS Office** | MS Office (Word, Excel, PowerPoint) |
| **Programming** | Visual Basic |
| **Database** | DBMS (Oracle), MS Access |
| **Drawings** | Auto CAD, MS Visio |
| **Scheduling** | Primavera P6, MS Schedule |
| **Editing & Convertor** | Acrobat Professional Software |
| **Organizer** | MS Outlook |

***Major Projects Handled:***

* Upper Zakum 750 Island Surface Facilities Project (ZADCO) Abu Dhabi
* Satah Al Razboot Field Development Project (ADMA) Abu Dhabi
* Rumaitha/Shanayel Phase-III Project (ADCO) Abu Dhabi
* EPIC for PA/GA, CCTV, Field Telephone & MPLS System in DUKHAN, Qatar
* Abu Dhabi Crude Oil Pipeline Project (ADCOP), Abu Dhabi
* National Iranian Oil Company South Pars Gas Field Development Phase 19, TOMBAK-IRAN
* Upgrade of Crude Gathering Facilities Safaniya – Phase 1, Saudi Aramco, KSA
* Shaybah NGL Power Generation Project – Saudi Aramco, KSA
* Qusahwira Full Field Development Project (ADCO), Abu Dhabi
* Ras Laffan Common Cooling Seawater System – II (CCWP – II), Qatar

**Professional Experience**

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|  | **Company** |  | **3W NETWORKS** |  |  | **Company Profile** |  |  |
|  |  |  |  |  |  |
|  | **Location** | | DUBAI, UAE | |  | 3W Networks understands the demands crucial and unique to each | |  |
|  |  |  |  |  |  | industry, which is why the company offers the most comprehensive | |  |
|  |  |  |  |  |  | range of integrated end-to-end telecommunications, safety, security | |  |
|  |  |  |  |  |  | and automation solutions, products and services. | |  |
|  | **Sector** | | Engineering Solutions | |  |  |  |  |
|  | **Job Role** | | Senior Document Controller | |  |  |  |  |
|  | **Duration** | | January 2013 till date | |  |  |  |  |

***Job Responsibilities and Key Accountabilities:***

**Document Control**

* Exposure in Engineering design office, experience in leading a small group of Document Controllers, managing Site Document Control team, in addition to the execution of my own document control duties.
* I am responsible for the effective and efficient document control of all engineering documents, in accordance with the established procedures.
* Responsible for maintenance and continual improvement of Document Control Management System as per ISO Standard. Monitor the document control requirements on an ongoing basis so as to make recommendations for any improvements in the system if necessary.

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* Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
* Prepare and maintain Master Document Registers of all receipts and issues or submissions of documents and correspondence.
* Expedite the return of documents and approvals or comments within the required time period from internal and external parties to whom they have been issued or distributed.
* Responsible to prepare project status report on weekly basis for ongoing projects.
* Ensure the effective running of the day-to-day operations of the document center.
* Ability to plan, organize, lead and coordinate the Document Control function within our multidisciplinary Engineering group, in order to meet the needs of the projects, proposals and Company’s quality requirements and timely deadlines

(milestones).

* Register, log, distribute, track, issue, maintain and control office and site project documents and drawings.
* Reporting on the performance of the document control system for review and as a basis for improvement of the documents control system.
* Maintain document logs for correspondence, material approval submittals, RFIs & TQs (incoming & outgoing).
* To ensure compliance with quality assurance requirements at all time.
* Coordinate engineering key performance indicators.

**Receive**

* Receive and distribute project documents and drawings based on the Document Distribution Matrix to the right department and right person (action parties) as per agreed procedure after Project Manager’s Review.
* Receive, record, log, scan and distribute all project documents, shop drawings and other submittals.
* Ensure the correct stamping all documents or drawings in accordance with the prevailing document control procedures.

**Record**

* Maintain records of engineering documents and drawings in hard copies and electronic files and monitor the revisions and approval status thereof.
* To maintain the record of all controlled documentation – issue, status and location.
* Record of Drawings , Method Statement , Material Submittals , Sample Submittals , RFIs , RRFIs , NCRs , Contracts, LOIs , Payment Certificates, Documents of Civil , Mechanical , Instrumentation, Electrical, Piping, Structural Documents,

Drawings, Specifications, Calculation Sheets and Data Sheets, Progress Reports, Survey Reports, Soil Investigation Reports etc.

**Distribute**

* Document distribution by Transmittal System as per Document distribution Matrix for Hard copy and Electronic Document Transfer.

**File / Store**

* To file all project documents : project wise, date wise, subject wise, sender wise with sequence.
* Maintains and controls filing system for Engineering, Construction documents, Requisitions, Purchase orders, Invoices, etc. Issue
* Ensure that all documents are issued with the transmittal system.
* To maintain accurate record of the receipt and issue of transmittals.

**Document Audit**

* Standard Document Control function, i.e. Track the creation, update, approval and versions of documents of all types, ensure compliance with Quality Management Systems, become the focal point with regard to document tracking and distribution.
* Tracking of documents and drawings in accordance with the approved procedures.

**Project Support**

* Review and proofread documents for consistency of document format and system concerns. Prepare reproduction of documents if needed.
* Prepare reports & Memorandum.
* Provides assistance to the Contract Advisor and Procurement Specialist for the distribution of contracts, procurement bid packages, and subsequent clarifications and analyses, both within the design team and with contractors.
* To organize copies of hard & softcopy documents, incoming and outgoing.

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**2.**

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|  | **Company** |  | **3W NETWORKS** |  |  | **Company Profile** |  |  |
|  |  |  |  |  |  |
|  | **Location** | | DUBAI, UAE | |  | 3W Networks understands the demands crucial and unique to each | |  |
|  |  |  |  |  |  | industry, which is why the company offers the most comprehensive | |  |
|  |  |  |  |  |  | range of integrated end-to-end telecommunications, safety, security | |  |
|  |  |  |  |  |  | and automation solutions, products and services. | |  |
|  | **Sector** | | Engineering Solutions | |  |  |  |  |
|  | **Job Role** | | Document Controller | |  |  |  |  |
|  | **Duration** | | November 2008 to December 2012 | |  |  |  |  |

***Job Responsibilities and Key Accountabilities:***

**Document Control**

* Responsible for maintenance and continual improvement of Document Control Management System as per ISO Standard. Monitor the document control requirements on an ongoing basis so as to make recommendations for any improvements in the system if necessary.
* Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
* Prepare and maintain Master Document Registers of all receipts and issues or submissions of documents and correspondence.
* Expedite the return of documents and approvals or comments within the required time period from internal and external parties to whom they have been issued or distributed.
* Ensure the effective running of the day-to-day operations of the document center.
* Register, log, distribute, track, issue, maintain and control office and site project documents and drawings.
* Maintain document logs for correspondence, material approval submittals, RFIs & TQs (incoming & outgoing).
* To ensure compliance with quality assurance requirements at all time.
* Coordinate engineering key performance indicators.

**3.**

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|  | **Company** |  | **ENERGY RESOURCES** |  |  | **Company Profile** |  |  |
|  |  |  |  |  |  |
|  |  |  | **DEVELOPMENT CO. LTD (TAACA)** |  |  |  |  |  |
|  | **Location** | | AL-KHOBAR, KSA | |  | TAACA provides its services in different Energy and Power Sectors; | |  |
|  |  |  |  |  |  | Generation, Transmission, Distribution and other General Services. | |  |
|  |  |  |  |  |  | TAACA Vision is to be a holding company to provide the energy | |  |
|  |  |  |  |  |  | services and products throughout the entire region of Kingdom of | |  |
|  |  |  |  |  |  | Saudi Arabia. | |  |
|  | **Sector** | | Energy and Power | |  |  |  |  |
|  | **Job Role** | | Document Controller | |  |  |  |  |
|  | **Duration** | | October 2006 – September 2008 | |  |  |  |  |

***Job Responsibilities and Key Accountabilities:***

* Handled the tasks of conducting database research and report generation
* Organize and reviews change control documentation for accuracy and completeness.
* To issue and receive controlled documentation by creating/receiving electronic transmittals to/from the Project, Client, and Suppliers.
* Responsible for preparing Project Invoices
* Responsible for maintaining filing systems as well as proper management of maintenance systems
* Maintained documents of the company in accordance with the procedures of established publication department
* Handled the tasks of scanning and indexing documents and manuals into the electronic filing systems
* Responsible for identifying and solving routine problems
* Handled other tasks as assigned
* Performs other administrative responsibilities associated with the projects.

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**4.**

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|  | **Company** |  | **GULF ASHLEY MOTOR LTD.** |  |  | **Company Profile** |  |  |
|  |  |  |  |  |  |
|  |  |  | **(ASHOK LEYLAND)** |  |  |  |  |  |
|  | **Location** | | JAMSHEDPUR, INDIA | |  | Gulf Ashley Motors is a registered dealer of Ashok Leyland | |  |
|  |  |  |  |  |  | automobiles which is the 2nd largest commercial vehicle | |  |
|  |  |  |  |  |  | manufacturers in India, 4th largest manufacturer of buses in the | |  |
|  |  |  |  |  |  | world and 16th largest manufacturer of trucks globally. | |  |
|  | **Sector** | | Automobile | |  |  |  |  |
|  | **Job Role** | | Document Controller | |  |  |  |  |
|  | **Duration** | | January 2002 - August 2006 | |  |  |  |  |

***Accountabilities:***

* Responsible for setting up document control files for engineers and suppliers
* Assigned the responsibilities of receiving, logging, tracking, filing and monitoring engineering and supplier documents
* Responsible for maintaining documents information and reports in a database
* Handled the tasks of responding to internal and external drawing and document as required
* Assisted in the turnover of documents and drawing at the completion of jobs
* Worked with Directory structures for storing and filing electronic drawing files
* Handled the tasks of scanning hard copies to create electronic copies
* Assigned the tasks of preparing records, distributing documents and keeping files by using paper-based and electronic systems
* Facilitated and monitored circulation of documents for authorized signatures
* Assisted in preparing data book if required
* Performed routine administrative tasks as required

**Personal Details**

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| **Date of Birth** | 10 November 1975 |
| **Nationality** | Indian |
| **Marital Status** | Married |
| **Language Skills** | English, Hindi & Urdu |
| **Driving License** | UAE License valid till 30-01-2024 |
|  |  |

**Declaration**

I hereby declare that all the information furnished above is true to the best of my knowledge.