**Job Seeker First Name / CV No: 1799520**

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**Document Controller**

**Abu Dhabi**

**November 2015 to Present**

• Review and upgrade office and administrative procedures and documentation.  
• Registering all incoming and outgoing documents.  
• Make sure that, the incoming/outgoing documents are circulated properly to concerned person/ department after initiated by Project Manager.  
• The implementation of all necessary procedures (Document Control Procedure, Document Numbering System etc.,) to ensure that Document Management is carried out at optimum effectiveness.  
• Prepare and scan all documents in order to publish an electronic version of all documents physically filed, on a shared directory available to all project team members.  
• Deploy of process workflows in EDMS, in support of various functional departments  
• Maintain the information in EDMS for immediate access to a particular document or set of documents.   
• Give assistance to the project team members for locating and accessing the documents through the EDMS.  
• In charge of the Document Control Database and the related filing plan.  
• In charge of manual filing and routing all the project documents according to relevant procedures.  
• Follow up over planned submission schedule as well as actual submission (Material & Shop drawing).  
• Follow up over the all technical documents whatever submitted by Contractor for Consultant/Client Approval.  
• Ensure protection and security of files and records.  
• Prepare the Minutes of Progress Meeting.  
• Prepare the Weekly & Monthly Project Reports.   
• Involved in all types of routine administrative jobs and all other secretarial works.  
• Responsible for keeping an organized calendar of appointments and events.  
• Responsible for creating and maintaining data spreadsheets or keep all the required details and contacts of contractors and suppliers for the benefit of project and future reference.

**Summary**

As a Document Controller & Project Administrator with experience in the field of construction with proven ability to establish and maintain an effective filing and archiving system for paper & electronic documents and files in accordance with company & archiving procedures. Processing extensive knowledge of electronic data management system and electronic filing system.

**Work History**

**HAMMAD NASEEB**

**PETROLEUM ENGINEER**

**Education**

Bachelor of Science (Petroleum Engineering)

Sep 2006 to Jan 2009

**Technical Qualifications**

- HVAC (Heating, Ventilation & Air Conditioning) Control & Building Automation system Designing & Drafting

**Software Skills**

- AutoCAD

- Primavera P6

- Planswift 10.0

- MS office

**Areas of Interest**

- Administration

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**Personal Details**

Date of birth: 22nd October 1988

Nationality: Pakistan

Religion : Islam