Mohammad [Mohammad.329585@2freemail.com](mailto:Mohammad.329585@2freemail.com)

**Computer skills:**

1. JD Edwards

2. Aconex

3. EDMS

4. MS-Office.

5. Flow chart.

6. Internet.

7. Outlook Exp.

8. Adobe Professional.

9. Nitro Pro 10

10. Basic skills in AutoCAD

**Abilities:**

1. Time management skills and Team spirit.
2. Positive confessor and Proactive.
3. Willing to learn new things.
4. High commitment to the work.
5. Adaptable to varying needs of the organization.

**Languages Known:**

English

Hindi

Bengali

Arabic/Malayalam/Tamil &Telugu

CAREER OBJECTIVE

Seeking a Position as Document Controller in a reputed organization where my education & experience will have valuable application.

PROFESSIONAL SUMMARY

8 years of experience as Document Controller with Al Jaber Precision Engineering & Contracting L.L.C

Brief Description of Job:

Providing document and data management support to the company by implementing the Document Management and Control procedures, processes and systems (Manually and electronically). This activity will cover all operational and business document and data requirements related to the projects and administration that complies with ISO Standards; and may include Human Recourses.

Responsibilities:

(All jobs are related to Design, Engineering & Construction functional area)

1. Timely delivery of documents to clients and controlling its related services internally and externally for the company Projects.
2. Providing the services for the documentation and correspondence (letters, faxes, and pertinent emails), that are received and transmitted externally/internally by projects, are registered, numbered (as applicable), distributed, controlled and filed.
3. Participating and providing suggestions in the meeting that is held for developing Document Management System and Control of the procedures and protocols.
4. Maintaining, organising and keeping records (acknowledgements) of both internal and external registers of critical documents e.g. the Controlled Copies of the Safety Critical Documents.
5. Technically arranging the scanned copies of documents, organizing and feeding the status into the system data base (Share Folder Updating)
6. Adhering to the Change Management procedures when modifications to documents are carried out.

1. Participating in the auditing of Documents Document Control systems.
2. Filing hard & soft copies of documents.
3. Adhering to Practice & Quality Assurance standards in regards to all filing, both paper and electronic.
4. Authorized to issue of external documentation and design information to Client/Consultant Team & Sub-contractors, including organizing printing, production of transmittals, and final screening of information.
5. Ability to handle multi-tasking Jobs during unconditional situation of job requirements.
6. Collecting the data from various sources, consolidating them and preparing the Monthly Management Report and providing it to Top Management in monthly basis.
7. Apart from these, I also coordinate with other departments (Fabrication, Projects Team, QC department, etc) to ensure our departmental data is accurate and making it vivid.

Technical Operations:

* Familiar with the software such as

MS Office Suite ( Preparing BOQ, Report, Drawing Index)

Adobe Software

Auto CAD ( Preparing Auto CAD to PDF and drawing editing)

Drawing Editor

Aconex (transmittal software)

* Able to handle the internet and networking troubleshooting

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.
* Maintain record and control the engineering library of relevant procedures, codes & standards, specifications and reference documents, contract documents, within the secure document control area.
* Maintains and controls filing system for Design & Engineering, Construction documents, Calculation, Drawings, BOQ Purchase orders, etc.

Issue:

* All documents are issued with ISO document transmittal system.
* Maintaining accurate record of the receipt and issuing of transmittals.

Declaration:

I hereby declaring that the above provided information are true to my knowledge.

EDUCATION

Higher Secondary Education (H.Sc.) 2007.

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