Curriculum Vitae

**Muhammed**

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**Document Controller**

* **CAREER OBJECTIVE:**

**To understand the organization, to identify its need and to correlate them with my goals so as to apply myself to responsibilities with the total dedication, devotion and dynamism so as to grow along with the organization. Attain adequate knowledge in the field of documentation, administration, and clerical jobs.**

* **WORK EXPERIENCE:**

**August 2015–till date: (Document Controller)**

Project: The Hills Development (4 Residential Buildings, 1 Service Apartments Building & Hotel)

Employer: EMAAR Properties.

Consultant: DAR – Design & Architecture Bureau (DAR)

**November 2014–July’15: (Document Controller)**

Project: OPERA HOUSE DOWTOWN DUBAI. (OHDD)

Employer: EMAAR Properties.

Development: Mirage Leisure and Dev’t Inc.

Consultant: ATKINS. (WS Atkins& Partners Overseas)

**September 2011–Oct’14: (Document Controller)**

Project: Khalifa Port & Industrial Zone (KPIZ) Contract No.1001 - 260 – Industrial Zone Infrastructure North. Taweela – Abu Dhabi.

Employer: Abu Dhabi Port Company.

Consultant: International Bechtel Co.Ltd.

**March 2011 –Aug’11: (Clerk)**

Project: ADIA PILES CAPS Project CCIC&TAV–JAV Project

Client: ADAC (Abu Dhabi Airports Company)

Consultant: JACOBS.

**Apr 2008 – Feb’2011: Admin Asst:**

Project: West Wharf Residential Tower Project (WWRTP)

Client: Capital Trust Gulf (NES)

Consultant: Robert Mathew, Johnson – Marshal (RMJM) .

**Jan 2006 – Jan’2011: HR & Administration Officer.**

Airtel Bharati Telecommunication. India.

* **QUALIFICATION SUMMARY:**
* Higher Secondary School Leaving Certificate – Department of Public Education of Kerala –India (2005)
* Secondary School Leaving Certificate – Department of Public Examination of Kerala – India (2003)
* Diploma in Computer Application and Multilingual D. T. P.
* Computer Skill – Operating System Dos, Windows 95/ 98/ 2000/ XP/ 07/ 08. Microsoft Excel power point, Windows Vista, outlook, Adobe professional, outlook internet explorer and Dashbord.9.0, 9.1, 10.1,12.
* **Duties & Responsibilities:**

. Documents controlling system in accordance with the procedures, and keep records as electronic copy in system VBC, Dashboard, ACONEX & UNIFIER.

. Ensuring that the documents and records are identified, indexed, filed and retained in accordance with the relevant filing system.

.Drawings, RFI, FCR, Supervision Consultant’s Instructions, Calculations, Project Manager’s Instruction, Material Sample, Manufacturing Data, Method Statements, Subcontractor’s Doc, Tenancy handover documents etc and report to the project high management.

. Responsible for the submission of the drawing and material data and samples to the consultant/client and redistribution of documents with comments by the Consultant to the sub-contractors as directed by the Management.

Monitoring status and keeping records of all documents. Arranged typing, copying and distribution of documents and directed by the management.

. Drafts responses and constructs letters for Manager’s review and signature, arranges meetings and travels, Develops and maintains proper filing system. Safeguards the official documents and agreements in secure place and allow authorized personal to access them.

Responsible for preparing correspondence and presentations, and for collecting figures, incoming and outgoing mail, file maintenance,

. Answers queries and obtains information, and follows up all pending matters.

. Handles top management information and contacts securely, sensitivity and confidentially.

. Uses judgment to make/rearrange schedules, makes prompt administrative decisions or recommendations to serve the interests of the company and the practicality of arrangements. Filters requests for approval/relevance of documents, and re-directs according to levels of authority required or level of issues. Ensures communication of responses to the requirements. Handles all contacts clearly, efficiently, sensitively and courteously. Ensures that professional image of the organization is maintained in all external liaison and arrangements.

* **PROFESSIONAL:**

* **DUTIES**
* Maintaining a tracking facility to enable document to be updated easily.
  + Scanning in all relevant new documents.
  + Checking dispatch documents are accurate.
  + Presentation and filling of documents and drawings.
  + Responsible for maintaining hard copy information.
  + Issuing and distributing controlled copies of information.
  + Managing and maintaining a meridian document control system.
  + Provide advices on procedures are as up to date as possible within electronic filing system.

* **PERSONAL SKILLS:**

* **KEY SKILLS AND COMPETENCIES**
* Experience of document controller, prepare close-out documents, numbering procedures.
* Experience in dealing with supplier, vendor and drilling, engineering and construction documentation
  + - * Strong organizational skills, ability to manage multiple tasks at a time, analytical and result oriented
      * Ability to coordinate all activities related to document control procedures, including technical documents, drawings and commercial correspondence engineering and construction technical documents.
      * Effective team worker.
      * Strong IT, database and communication skills.
  + Experience with document control packages such as a site.
  + Excellent interpersonal skill and a professional telephone manner.
  + Utilizing a range of office software, including email, spread sheets and database.
  + A comprehensive understanding of health and safety regulation.
  + Ability to evaluate, prioritize, organise and delegate work schedules.
  + Proven decision making skills.
  + Able to react quickly and effectively when dealing with challenging situation.
  + Assisting departments with queries on documentation requirements & submissions.
* **Handled Soft Ware’s:**

**Visual Byblos Cyberspace (VBC & Dashboard), ACONEX, UNIFIER.**

* **Special Skills &** **Language Skills :**

**Interpersonal and Organizational skills**

**Attractive Communication skill**

**Good typing skill**

**English, Urdu, Hindi & Malayalam**

* **Personnel Information:**

**Nationality : Indian Gender : Male Date of Birth : 17-12-1985.**

**Valid till : 25/12/2016**

**Visa Status : Employment Visa (transferrable.)**

**Marital Status : Married**

* **DECLARATION:**

I do hereby declare that the above information is true, correct to the best of my knowledge and belief I hope you will consider my resume favourably.