Masud

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Management Profile: Senior Document Controller

(QMS Quality Management System ISO 9001:2015) IRCA-UK Registered Course No. A-17945

**Snapshot:** Senior professional with 10 years of experience in the domain of document control, statistics & report generation across diverse organizations; possess expertise in document management, correspondence management. Exploring challenging assignments with a professionally managed organization to leverage acquired skills in accomplishing organizational business objectives

**Core Competencies…**

Document Control ~ Access Management ~ Filing & Archiving ~ Report Generation ~ Data Consolidation ~ Project Assistance ~ Management Interaction ~ Team Coordination

Leadership Strengths & Highlights

* Proven ability in maintaining updated incoming and outgoing registers; using various methodologies to update concerned authorities with reference numbers based on requirements
* Skilled in monitoring, segregating and filing of documents to enable effective tracking based on future business requirements
* Expertise in collating inputs from various sources for drafting of relevant documents, preparation of files and generation of document control reports aligned to business requirements
* Ensure documentary compliance by stamping of documents with circulation stamp to be put under circulation prior to following up/ distribution of documents for circulation
* Adept at enhancing safe custody and archival of documents/ drawings in the Document Control office in compliance to organizational/ industry standards
* Adroit at generating and updating daily/ weekly reports/ equipment timesheets; preparing transmittals to be transmitted to main contractors
* Zyimage Version 5.0 (Al Jaber), ASSAI (QP), e-PM Proliance (AECOM)

Professional Experience

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| --- | --- | --- | --- | --- | --- |
| Employer | Consultant | Client | Designation | Project | Duration |
| Consolidated Contractors Group (CCG) | -- | -- | Document Control Engineer | Area Office Qatar | Feb 2016 - Till Date |
| Consolidated Contractors Group (CCG) | AECOM / Worley Parsons | NPPSC  New Port Project Steering Committee | Sr. Document Controller | New Doha Port Container Terminal Infrastructure & Utility Buildings | Mar 2013 - Jan 2016 |
| Consolidated Contracting International Company (CCIC) | (QP) Qatar Petroleum | Ras Laffan Industrial City | Sr. Document Controller | Ras Laffan Port Expansion  QATAR | Jul 2008 - Mar-2013 |
| Al Jaber Energy Services  (Group of Companies) | GHD Global Pty | ALDAR Properties | Document Controller | Al Raha Gardens  Abu Dhabi Contains 1380 Villas, 12 Types | Feb 2006 - Jun 2008 |
| ALEC | HPN | Al Jaber Group | Assistant Plant Supervisor | Al Jaber Tower, Media City | Aug 2005 - Jan 2006 |

***Consolidated Contractors Group, Qatar : Document Control Engineer : Feb 2016 –***

* Ensuring correct implementation of the Document Control System and maintaining both the electronic and hard copies of records, including registering all projects records Engineering / Technical and Correspondence, Tender Documents , Contract Agreements , Joint Venture Agreement , Pre-Bid Agreement …..
* Supervising the database system application Visual Byblos Cyberspace (VBC / Dashboard) and maintaining the Electronic Data Management System (EDMS)

***Consolidated Contractors Group, Qatar : Sr. Document Controller : Mar 2013 – Jan 2016***

**Project:** New Doha Port Project - Doha Port Container Terminal and Infrastructure

Doha Port Container Terminal Infrastructure & Utility Buildings NPP/0026 Mesaieed Qatar 300 Million US$ Project

The project comprises the construction of Container Terminal 1,2 & 3 and internal external port roads network including all services, pump station & tanks for potable and firefighting water supply, foul water collection & treatment system, treated effluent (Irrigation) system, 2 sewage treatment plants and electrical substations, telecommunication and associate networks, piling for crane beam, rails. In addition 9 Buildings will be executed EPC. The Client is New Port Project Steering Committee (NPPSC), AECIM is the Program Management Consultant (PMC) and Worley Parsons is the Engineering Design Consultant

* Ensuring correct implementation of the Document Control System and maintaining both the electronic and hard copies of records, including registering all projects records (Engineering / Technical and Correspondence )
* Supervising the database system application Visual Byblos Cyberspace (VBC / Dashboard) and maintaining the Electronic Data Management System (EDMS)
* Preparing the Document Distribution Matrix (DDM) and once approved by management, ensure its implementation
* Preparing weekly internal & external reports of all documents on record for project management
* Supervising and controlling of printing facilities, photo copies machines in collaboration with IT/ISD
* Being the central point of contract between the project and the employer DCG as well as the subcontractors, supplier and vendor
* Ensuring the implementation of the company HSE procedure and project procedure
* Leading team on all safety issues
* Attended the training of e-PM Proliance software arranged by CCG, e-PM software for electronically documents submission via e-PM system to AECOM
* Assuring that all the received response via e-PM Proliance Notification to be downloaded stamped & uploaded in VBC and distributed as per Document Distribution Matrix (DDM)

***Consolidated Contracting International Company, Qatar : Sr. Document Controller : July 2008 – Feb 2013***

**Project:** Ras Laffan Port Expansion Project (RLPEP)

Ras Laffan Port Project Expansion Project (RLPEP) working for engineering major project at Doha office, Qatar Buildings with 24 million budget man-hours and contract value of US$ 180 Billion.

The project comprises civil, structural, building and infrastructure in Sothern break water, central cargo causeway, and gate house-1 area, navy cause way and container terminal

* Supervising maintaining and updating the procedure of Document & Data Control
* Building a solid communication, coordination and corresponding with the clients counterpart
* Reviewing the Contract / Tender Documents for the technical documents and standards requirements, red line, as-built, certification and handing over
* Supervising the database system application Visual Byblos Cyberspace (VBC / Dashboard) and maintaining the Electronic Data Management System (EDMS)
* Review the Documentation Procedures of the client ensures its implementation on our project.
* Supervising all Document Control activities such as receipt, control, storage, submission and distribution of project documentation (Main Contractor, Vendors, Suppliers and Internal Documents)
* Issuing and maintaining the Document Distribution Matrix as per the management requirement
* Coordination with QA/QC for certification and system packages / technical manual preparation for handing over
* Preparing internal & external report for outstanding documents & correspondence on weekly basis and providing the reports to DCG Manager as per his requirement
* Supervision and Job Training / Orientation for New Employees

***Al Jaber Energy Services, Abu Dhabi UAE : Document Controller : Feb 2006 – Jun 2008***

**Project:** 1380 Luxury Villas of 12 Types

1.68 Billion AED project, contain Phase1, 2 & 3 and 1380 luxury villas of 12 types & services compounds at Al Raha Gardens

* Working as part of the multidisciplinary team and setting up document procedure
* Ensuring correct implementation of the Document Control System and maintaining both electronic and hard copies records, including registering all project record engineering and correspondence, creating data base and setting up proper filing systems of drawings and documents
* Preparing of design and construction submission packages drawings and documents to the engineer
* Verification and implementation of correct revision on drawings / documents and update the record
* Coordination with supplier regarding material submission to the consultant for final approval
* Maintain and updating record of Site Instruction, Request for Information RFI/ Technical Query TQ both electronic & hard copies
* Serving as a liaison between key management personals and project based work
* Coordination and interaction with Project Manager, Material Manager, QA/QC Manager and QC Inspectors
* Coordination and liaise various issues regarding documentation within the organization and outside the organization
* Generate follow up pending issued
* Prepare monthly QA/QC report for submission of consultant
* Ensure proper distribution & supervising filing

***ALEC Al Jaber Grinker LTA, Dubai UAE : Assistant Plant Supervisor : Aug 2005 – Jan 2006***

**Project:** Al Jaber Tower, Media City

Project Hotel at Burj Dubai Site, ALEC founded in 1999 as an LLC, a partnership between Abu Dhabi based

AL Jaber and South African based Grinker LTA has evolved and grown to become a highly respected player

in the UAE construction market. Now a wholly owned subsidiary of the Al jabber Group, ALEC has retained

& built upon the key management, its culture an d operations that have made its successful to date

* Taking care of office work in plant department
* Checking all complaints from the various sites
* Resolving issues of different sites related to plant department
* Maintaining the time sheet for the plant department
* Handling the transport for the plant department

Academics

**Education**

* **LLB (Latin Legum Baccalaureus)** Quaid-e-Azam Law College, Lahore – Pakistan (2006)
* **BSc (Bachelor of Science)** Gomal University, Dera Ismail Khan – Pakistan (2002)

**Specific Training /Courses Attended**

* Attended the training of **Zyiamge Version 5.0** Software arranged by Al Jaber Energy, Zyiamge software for electronic document data control
* Attended the training of **Assai** Software arranged by CCIC, Assai software for electronic document data control in QP Qatar Petroleum
* Attended the training of **e-PM Proliance** AECOM Software arranged by CCG, e-PM Proliance software for electronic document data control in AECOM
* **ISO 9001:2015 Quality Management System IRCA-UK Registered Course No.A-17945**
* Quality Management System Introduction Course
* Preservation of Materials and Equipment Course
* Complete the online training module of Consolidated Contractors Group Ethics & Anti-Corruption
* Certificate of Appreciation Awarded on Excellent Safety Performance
* Certificate of Appreciation in Recognition of his Valuable Service & Contribution towards New Port Project Container Terminal-1 Infrastructure & Utility Buildings
* Ms Office – Petromen
* Corel Draw, MS access, In Page Urdu