

**PARVEZ**

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**POSITION APPLIED FOR: DOCUMENT CONTROLLER**

**CAREER OBJECTIVES**

I am looking for a challenging position where I could be a productive and contributive member of the team or organization to utilize my **20+ years work experience** in the field of EPC Document Control, Quality, Administration, Data Base Management, Office Administration and Project Support Services.

**CREDENTIALS**

**Academic:**

* Bachelor Degree of Arts from Mahatma Jyotiba Phule Rohilkhand University, Bareilly UP – India in the year 1988.

**Certifications:**

* Diploma in Industrial Safety from National Institute of Labor Education & Management, Chennai – Indian
* Diploma in Material Management from All India Institute of Management Studies, Chennai - India

## Official Training for JD Edwards online terminal application

**COMPUTER SKILLS**

* Post Graduate Diploma in Computer Application from CSS Institute, Bareilly – UP
* Certification Course in Desktop Publishing from American Institute of Technology from New Delhi – India

**EMPLOYMENT DETAILS**

1. **Organization : International Mechanical & Electrical Company (IMECO – ABU DHABI)** **24thOctober 2014 to 30th Nov 2016**

**Client : BOROUGE**

**Consultant : Tecnoconsult International (UK) LTD. Abu Dhabi - UAE**

**Project : EPC Project ‘‘Replacement of Existing HCL Facility with H2SO4 System (EU/0678)”**

**Position : Document Controller**

**Key Responsibilities and Principal Accountabilities:-**

* Daily activities of Document Control, Preparation transmittal, documents/drawings submission, distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
* Maintain documents/drawings control logs of all receipts and issues or submissions of documents and correspondence.
* Expedite the return of documents and approvals/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.

1. **Organization: ARCHIRODON Construction (Overseas) CO. S.A.** arcologo

**- MAR 2012 to 24 Sep 2014**

**Client : TAKREER**

**Project : EPC Project “Construction of Jetty Project at Hamriyah Free Zone”**

**PMC : ATKINS**

**Position : Document Controller**

**Key Responsibilities and Principal Accountabilities:-**

* **Worked with client (provided by CONTRACTOR “Archirodon”).**
* **Documents receive from CONTRACTOR, tracking and recording.**
* **Documents distribution to the discipline engineers.**
* **Receive comments/approval and forward to CONTRACTOR.**

1. **Organization : AL JABER ENERGY SERVICES LLC:**

* **EPC Project “Borouge - 2 Polyolefin Project” - UAE Dec 2009 to Jun 2011**

**Client: BOROUGE**

**EPC: TECHNIMONT SpA**

**Position: Document Controller**

**Key Responsibilities and Principal Accountabilities:-**

* Responsibilities for setup and maintaining a central documents filing library and recording all movements.
* Responsibilities for the daily activities of document control including archiving, filing and documents distribution.
* Maintain safety and confidentiality of the documents
* Easy access to all documents whenever required.
* Keep regular check of procurement/ contracts documents in order to ensure that all documents are submitted and received back to/from other departments. To maintain a master document control register for all movements of documents. Updating document tracking system.
* Follows company’s standard operating procedures in submissions of documents and drawings soft files with correct and proper name.
* All documents submission with Transmittals, documents delivery and collection from other departments on regular basis.
* Keep upload documents in SharePoint.
* **EPC Project “Asab AGD II Project” - UAE Jan 2007 to Dec 2009**

**Client: GASCO**

**EPC: BECHTEL**

**Position: Document Controller**

* **EPC Project “Taweelah Gas Receiving Facility & Onshore Pipeline“- UAE**

**Aug 2005 to Jan 2007**

**Client:DOLPHIN ENERGY**

**EPC: TECHNIP**

**Position: Document Controller**

* **EPC Project “Fujairah Water & Power Transmission Project” –UAE**

**Oct 2002 to Aug 2005**

**Client:TRANSO**

**PMC: Fitchner Engineers & Consultant**

**Position: Document Controller**

* **EPC Project “Borouge – 1, Petrochemical Project” - UAE Sep 2000 to Oct 2002**

**Client:BOROUGE**

**EPC: ALLIANCE BECHTEL-LINDE (ABL)**

**Position: Document Controller**

**Key Responsibilities and Principal Accountabilities:-**

* Effective and efficient document control of all engineering & project documents in accordance with the established procedures.
* 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.
* Maintain 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.
* Hands on experience in identifying, sorting of Engineering Documents and drawings (Electrical & Instrumentation drawings, plot plans, details, loop drawings, data sheets, standards, isometrics, manuals etc.) as per ISO 9001:2008 Quality Management System, EDMS.
* Ability to plan, organize, lead and coordinate the Document Control function within 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.
* Coordinate the activities of Document Control, including distribution of documents, tracking and reporting on document review progress.
* Assist with the implementation, management and administration of the electronic document management system.
* Perform document control & Quality management activities.
* Maintain procedures for maintaining documents and manage change control of documents.
* Reporting on the performance of the document control system for review and as a basis for improvement of the documents control system.
* Ensure that Project Team and contractors comply with the document management system process and procedures.
* Work closely and liaise with contractors’ document control group in all matters relating to document control.
* Maintain document logs for correspondence, material approval submittals, shop drawing, RFI (incoming & outgoing).
* Receiving and distributing all documents. Preparation transmittal sheets for Inspection Requests, Material & Shop drawing submittals and Filing etc.
* To ensure compliance with quality assurance requirements at all time.
* Coordinate engineering key performance indicators.
* Safekeeping and maintenance of technical & nontechnical records and master documents (hard copies) stored in filing system. Control the flow of technical library documents and file in a systematic order for easy retrieval using data base logging registration.
* Corresponds with the required personnel (Consultant & Contractor) for receipt of outstanding documents and follow up and prepares document status reports periodically.
* Checking, registration and distribution/submission of documents with accuracy from both internal and external sources.
* Maintains document register, ensuring deliverables for each discipline is kept to revision/date.
* Maintenance of original/approved documents and check print files, keeping all superseded revision.
* Uploading all documents &company comments in the EDMS (Share point)
* Controlling Project’s DCC team

**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.
* Passes (Insurance, work permit etc.) for employees.

**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.

**Scan**

* Scan and store the approved documents & drawings in the database so that the project team can access.
* Keep current hard copies and file supersede version.

**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 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.

**Archives & Retrieve**

* Manage archive activities for controlled documents and validation of files.

**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.

1. **NAIF PALACE Maintenance Project May1995 to Jan 1999**

**Organization: Saudi Bin Laden Group O&M Division**

**Position: Admin Assistant**

**Key Responsibilities and Principal Accountabilities:-**

**Admin Assistant**

* Prepare documents and distribution memos.
* Handling incoming/outgoing correspondence and filing.
* Faxing, printing, Photocopying, filing and scanning.
* Organizing accommodation for office and site staff.
* Updating & maintain absence record and control on payroll system.
* Update, processing and filing of all documents.
* Strong organizational, administrative and analytical skills.
* Ability to maintain confidentiality.
* Excellent working knowledge of Microsoft Office packages.
* Ability to multi task and manage conflicting demands.

***i.* Organization: DHL Worldwide Express, New Delhi –INDIA Feb1993 to May 1995**

**Position: Data Entry Operator**

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**REFFERENCES**

References can be provided from ARCHIRODON, TAKREER, BOROUGE & AMECO if required.