Nusrullah
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Objective

  I am looking for a challenging position where I could be a productive and contributing member of a team or organization to utilize my 10+ years work experience in the field of Document Controller, Project Coordination, Office Administration and Project Support Services.

Qualification

B.Com (2004 – 2006)

Agriculture University Faisalabad

1. Professional Experience

Worked in Kadioglu Global Construction as Document Controller 28thSep 2006 to 08th April 2011.

* Total Experience: **4 Years and 6 month**

Major Duties and Responsibilities As a (Document Controller):

Prepared employee timesheets and expense reports for employees

Maintained updated records of all approved documents and drawings and their distribution clearly

Handled all hard copy and electronic filing

Responsible for all invoicing to and from clients and consultant

Created power point presentations for executive quarterly reviews with clients

Prepared and managed documentation internally / by subcontractor

E-mailing, browsing, filing, typing/data entry, photocopying, fax and scanning and telephone operating

Generate comparison statement between subcontractor and supplier quotations.

Coordinating with Client, Consultant, Subcontractor and Suppliers

Prepared daily, weekly and monthly project progress reports and updating the logs.

2. Professional Experience

Worked in Contract Management Cell (Technical Directorate) of Earthquake Reconstruction and Rehabilitation Authority (ERRA), as Document Controller / Admin Officer from 09th April 2011 to till to date

* Total Experience: **6 Years**

Major Duties and Responsibilities As a (Document Controller / Admin Officer):

Management and administration of documents and correspondences between the consultant, and the respective line government departments (SERRA, PERRA, PWD and Education department etc).

Processing of all Consultancy charges contingency and liabilities received from consultant and maintain records of all processing in hard and soft files

Kept records of manpower of consultant professionals non- professional / supporting staff.

Co- ordination with Contractor, consultant, Employer and Client for betterment of on- going projects

To provide records at the time of need when high officials demand.

Maintain physical/ financial progress of all on- going projects and forward to high officials for analysis.

Maintaining register of all documents including letters and transmittal

Receive and prepare final versions of documents like letters, transmittals

Drafting, receiving letters from Line government departments and consultant

Updating the registry of incoming and outgoing project documents

Manage the record of E.O.T (extension of time) and VO’s (variation order) of all under construction projects in hard and soft documentation form.

Process the bill of consultant invoices against G.O.P (Government of Pakistan) and UDP (urban development projects) consultancy services charges in Earthquake affected areas Azad Jammu and Kashmir and KPK.

Manage the whole record of Agreement between ERRA and consultants like (consultancy agreement and after their amendments)

Arrange Bid opening meeting in office

Arrange the meeting between Higher Authorities, Line department, consultant and contractor on different Projects issues.

Any other responsibility as may be assigned per work requirement

COMPUTER SKILLS

MS Word, MS Power Point, MS Excel,