 **Mohammedsuni**

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| **OBJECTIVE**  |

To build new challenge in **Administration and Documentation** for an organization concerned about the management, integration support of their operational network.

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| **SKILL PROFILE** |

* A specialist and expert in **documentation management for major Oil and Gas Projects.**
* Strong base in **Hardware and Software Support.**
* A professional with a strong background in **ACONEX**, **EDMS (Livelink), BAAN (ERP) & MSOFFICE** etc.
* Skilled and knowledgeable in **EPC, EPIC& FEED projects, Oil and Gas Pipeline technical documentation, Water & Electricity Project documentation, Construction documentation** etc.
* A **Strong Team Leader** who can act logically to evaluate situation and solve problems.
* An excellent **team player** with the ability to suggest new ideas to get the job done.
* Strong **Communication Skills** with the **ability to listen understand and learn.**
* **Highly Motivated** with a **positive attitude towards learning and growth.**
* **Skilled and knowledgeable in Oil and Gas Pipeline technical documentation**.

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| **EDUCATION & CERTIFICATIONS** |
| Oct 2006 | **Completed CCNA Course Module** | CISCO Routing & Switching |
| April 1998 | **Diploma in Relational Database Management System**Software Solutions India Ltd., Madras, India | Oracle 8.0 and D2K |
| Feb 1998 | **Honors Diploma in Network Based Computing**National Institute of Information Technology (NIIT) Ltd.Kerala, India | Networking Technologies, MS Access, C/C+ |
| April 1998 | **Bachelor of Commerce**University of Calicut, Kerala, India | Accounting and Business Studies |

**CAREER HISTORY**

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| ***Mar 2016 till Date***  | ***Frontline Logistics LLC.******Dubai, UAE***  | ***Position: HR Executive***  |

Frontline is a world class service provider of Logistics, Supply Chain Management, Warehousing & Distribution, Aviation, Relocation, Scanning and Imaging, Trading and Contracting etc., fully functional in the regions of KUWAIT, UAE, KSA, QATAR, IRAQ and INDIA.

**Job profile**

* HR Executive for Frontline Dubai Main office and Jebel Ali Branch office.

**Responsibilities:**

* Implemented effective HR Policies to ensure all practices are in compliance with employment regulations and as per Labour Law.
* Maintaining and accurately updating the Employees Leave Database and ensuring that leave application forms are approved by Management and are submitted by employees in a timely manner.
* Created 30+ employee’s personnel records both in soft and hard copies.
* Providing orientation and internal training to all existing and newly recruits.
* Responsible for organizing and conducting interviews.
* Medical Insurance for employees as per the latest Government notifications
* Providing a comprehensive HR support services to all in mates of the organization.
* Preparing all kind of official memos pertaining HR/Admin
* Central Administration support services.
* Responsible for all kind of Admin activities.
* Visas arrangements for the group officials as and when required.
* Payroll support to Finance team especially during annual leave, final settlements and routine monthly payroll time.

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| ***Feb 2012 to Jan2014*** | ***Renaissance Engineering & Construction******Doha Qatar***  | ***Position: Senior Document Controller***  |

Renaissance Construction's general business stream consists of shopping centers, offices, hotels, mixed-used projects, heavy industry plants (cement plants, petrochemical plants, fertilizers, metallurgy plants, power plants, etc.), infrastructure projects (airports, marinas, etc.), light manufacturing plants, chemicals and pharmaceuticals plants, food and beverage processing plants, automotive and construction machinery plants, government buildings and power plants

**Job profile**

* Senior Document Controller for Communication & Media College for Qatar Foundation.

**Project Scope**

* Qatar Foundation (QF) for Education, Science and Community Development has commissioned the development of the College of Media and Communications (hereinafter referred to as CMC) for Northwestern University at Education City, Doha. The Scope of Work for this CONTRACT is to supply, procure, install, construct, test, commission and maintain all the Works for CMC.QF has commissioned the design and construction of Education City to provide a prestigious and comprehensive educational experience of international stature

**Responsibilities:**

* Responsible for complete documentation (all types of drawings, Transmittal’s, HSE documents, QA/QC documents, Incoming & Outgoing letters,RFI’s, etc.), filling, control of documents, management of document follow for the mega construction project.
* Joint auditing is being conducted by the consultant (Louis Berger Qatar)and my company QA/QC department.
* Prepares transmittal for all documents my company every six month.
* The job involved managing more than 5000 technical and commercial documents.
* **The Document flow and control is maintaining in ACONEX as well as in Excel format.**
* The job involved managing all technical, commercial and **confidential documents.**
* Responsible for all documents interfaces between Client & Subcontractors.

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| ***Aug 2009 to Feb2011*** | ***Fernas Construction Company Ltd. Gurgaon, India.*** | ***Position: Dy. Manager Admin & Senior Document Controller*** |

Fernas Construction Company is Turkey’s largest EPC Company in pipeline and having Pipeline projects in different part of the world.

**Job profile:**

* Dy. Manager Admin and Senior Document Controller for DAHEJ-VIJAYPUR PIPELINE-(DVPL-II) 40”Pipeline Project.

**Responsibilities:**

* Responsible for complete documentation (all types engineering documents, HSE documents, QA/QC documents, Incoming & Outgoing letters, Memos,MOM etc.), filling, tracking &control of documents, management of document follow for the mega project.
* The Document flow and control is maintaining in Excel format.
* Preparing weekly and monthly project reports.
* The job involved managing all technical, commercial and **confidential documents.**
* Responsible for all documents interfaces between FERNAS, Sub-Contractor and Third parties.
* Responsible for all administrative works of the Project including liaison and approvals.
* Handling various administrative tasks with diligence.
* Dealt with suppliers and purchasing office requirements.
* Preparing Minutes of Meeting.
* Monitoring status of all facility in office and ensured everything was in top condition.
* Assisting Project Director and other technical persons in their daily activities

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| ***Feb 2007 to Feb 2009*** | ***Petroleum Development Oman, Muscat, Oman*** | ***Position: Document Controller***  |

Petroleum Development Oman (PDO) is Oman’s largest exploration and production Company and produces approximate 1 million barrels of Oil/day.

**Job profile:**

* Document Controller for Hubara-Sahmah-KP11 48” & 32”Pipeline Project.

**Responsibilities:**

* Responsible for complete document management, filling, control of documents, management of document follow for the mega Pipeline project.
* The Document flow and control was done using Electronic Document Management System (EDMS) as well as in Excel format.
* The job involved managing more than 20,000 technical, commercial and confidential documents.
* Responsible for all document interfaces between PDO, Contractor, Vendors and Third parties.
* Responsible for administrative works of the Project including liaison and approvals.
* Assisted Project Manager and other technical persons in their activities.
* Preparing weekly and monthly project reports.

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| ***May 04 to June 06*** | ***Doosan Heavy Ind.& Const. Qidfa, Fujairah, U A E*** | ***Position: IT Coordinator/Document Controller*** |

Doosan Heavy Industries & Constructions is one among the leading multinational companies in the field of desalination and power plant construction. Utilizing all the modern technological advancements, Doosan has acquired a respectable position in its field even from their counterparts.

**Job profile:**

* IT Coordinator/Document Controller for Fujairah Water & Power Plant.

**IT division profile:**

* No of users: 30 – 50
* Operating system: Windows 2000 / 2003, Windows XP/ 98
* Databases: (MS – Access)
* Networking: 3Com, Cell (Broad Band Internet Sharer)

**Responsibilities:**

* Coordination of IT Purchase requirement for our client Union Water & Electricity Company, Fujairah Water & Power Plant.
* Helping in all documentation activities.
* Systems, Network and Database (Bespoke) Administration
* Technical Support and Coordination for the team
* System Backup (VERITAS Backup)

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| ***Apr 00 to May 04*** | ***Tiffany Foods Ltd. (IFFCO)******Sharjah, U.A.E*** | ***Position: Document Controller*** |

IFFCO is a United Arab Emirates based business house, which manufactures and markets a well-integrated range of mass-market consumer products. Our business segments are: Food and Beverage, Personal Care and Cleaning, Packaging & Industrial Products and Logistics. Since its inception in 1975, IFFCO's history has been one of consistent and successful growth.

**Responsibilities:**

* Document Controller (both Engineering and Production dept.)
* The Document flow and control was done using BAAN as well as in Excel format
* Basic Network Support
* System Backup (NT Backup)

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| ***Sep 98 to Mar 99*** | ***Abu Dhabi Gas Industries Ltd. (GASCO) Abu Dhabi, U A E*** | ***Position: Documentation Assistant*** |

Abu Dhabi Gas Industries Ltd. (GASCO) is the operating company in Abu Dhabi responsible for processing associate and non-associate gas from onshore oil production. ;

**Responsibilities:**

* Preparing manuals for Purchase, Maximo and Smart Stream
* Assisting project manager in his activities
* General office administration

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| **TECHNICAL BACKGROUND** |

**Networking : CISCO / 3COM, Network Design and Configuration**

**Operating System :** Microsoft Windows 2000 / 2003 / **Win 8**

**Database :** Oracle 8.0, MS - Access

**Programming Languages :** C/C++

**Messaging Clients :** MS Outlook 2000, 2003 and **2010**

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| **PERSONAL INTERESTS** |

* Music, Games, Cricket, Travel

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| **PERSONAL DETAILS** |

**Date of Birth :** 12 December 1975

**Religion :** Islam

**Nationality :** Indian

**Marital Status :** Married

**Driving License : U A E ,Oman& India– Light Vehicle**

**Linguistic Proficiency :** English and various Indian languages