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# BASHEER

# BASHEER.372853@2freemail.com

***CURRICULUM VITAE***

### Summary

* **11+ Years’ experience** in Document Controller / Office Admin    Dubai, UAE

 & Chennai.

# Professional Profile

Administrate Document Management System, which demonstrates achievement of the required quality and the effective operation of the quality system. This includes Contract, Shop and As-Built Drawings, Specifications, Reference Standards, Technical Queries, Method Statements, Technical Submittals, Work Notifications, Tracking Schedules for Drawings and Submittals and Technical Correspondence with Client, Consultants, Subcontractors and Suppliers. Responsible for administrating Document control process, which required for the effective establishment, implementation and the effective monitoring of the Quality Management System (QMS – ISO 9001:2008) and Occupational Health and Safety Management System (OHSAS 18001:1999).

# Career Highlights

## Since: September 2016 to May 2017

Company         :          **M/s. Bays Engineering Consultants (Chennai)**

Designation      :          Office Admin

**Roles and Responsibilities**

## Performs general clerical duties to include but not limited to, photocopying, faxing, mail distribution and filing. Coordinates and maintains records for staff office space, phones, and office keys etc.

* provide support for all types of organizations and businesses and their staff members
* create & forward internal and external documents link to appropriate staff
* Invoice follow-up
* Take care office equipments (Printer, Scanner, Telephone, vehicle etc)
* Maintain staff attendance
* Cooperate with other departments

## Since: June 2012 to July 2016

Company         :          **M/s. Cylingas Company LLC Dubai**, UAE (Oil & Gas)

                               **(Member of ENOC Group)**

Designation      :          Document Controller

 Project             :         ENOC Lubricants and Grease Manufacturing Plant (ELOMP)

 Projects, (Phase II & III) Expansion Facilities

## Since: Nov 2008 to Nov 2011

Company         :          **M/s. Spark MEP Contracting** Sharjah, UAE

                               (ISO 9001:2008 Certified)

Designation      :          Document Controller

## Since: Aug 2003 to Jan 2008

 Company         :        **M/s. Al Naboodah Contracting Co. LLC**, Dubai, UAE

                                     Civil Engineering Division

                                     (ISO & OHSAS Certified)

Designation      :          Document Controller

Project             :         Dubai International Airport Expansion Projects (Phase II) (Working under Engineering Department)

**Essential Functions and Major Responsibilities**

* Responsible for the physical management and tracking of Drawings and Technical submittals, in accordance with Company policy and regulations.
* Responsible for carrying-out various functions, related to Project Documents Receiving & Transmittal.
* Interact with cross-functional teams on the latest information of the Project.
* Document classification, sorting, filling and archiving.
* Correspondences with Govt. Departments, Consultants, Subcontractors & Suppliers
* Registering of internal and external documents.
* Maintain document control registers / documents for incoming and outgoing project documents.
* Ensure that the latest revision and approval status of drawings is kept updated continuously.
* Maintain stick files in an orderly manner.
* Production of status reports for weekly / monthly meetings
* Ensure all hard and electronic copy distribution of controlled documents to focal point.
* Maintain documents for transmittal process for project documents.
* Expedite and maintain acknowledgements to transmittals
* Expedite responses to transmittals sent for review/comment.
* Respond to queries regarding revision status of issued drawings / documents from engineering / drafting personnel.
* Follow procedures and update document control procedures when necessary
* Manage the electronic and hard copy filing of project related technical documentation.
* Scanning, creation of CD’s and file manipulation.
* Assure document quality to include completeness, accuracy and compliance with established procedures and updates.
* Filing and archiving of documentation to facilitate easy retrieval at a later date.
* Provide the information for Auditing.
* Sending of Drawing Transmittals and Submittals.
* Ensuring that drawing transmittals are acknowledged in case there is a dispute on whether the drawings were transmitted.
* Manage the document/drawing review process, Internal and External.
* Archiving data for historical purposes.
* Manage the document collection and distribution and review processes.
* Maintaining technical and vendor documentation such as Site Engineering Queries and Site Instructions.
* Co-operate closely with Archiving / Final Dossier personnel such that final project dossier, scanning and archiving can be compiled correctly

**Academic Credentials**

* Bachelor Of Commerce (**B.Com**)
* 1999 - 2002 – Bharathidasan University , Tamil Nadu , India
* Master of Diploma in Computer Application (M.D.C.A.)

 1998 - 1999 – Institute of Computer Education Technology,(Tamil Nadu , India ).

**Technical Skills**

* **WINDOWS 2007**
* **MS OFFICE 2016**

         MS WORD

         MS EXCEL

         MS POWERPOINT

         MS OUTLOOK

* Tally 6.3 & 9(Accounts Package)
* INTERNET

**Skills**

         Methodical approach to duties

         Fast and Accurate typing skills

         Good organization skills

         Self motivated.

**Personal Attributes**

        Energetic and flexible team member

* + Ability to communicate positively

**Personal Details**

Sex                                        Male

Date of birth                         10th June 1979

Languages Known               Tamil, English, Hindi & Malayalam

Religion                                Muslim

Marital Status                      Married

Nationality                           Indian