**IRFAN**

Irfan.374980@2freemail.com

**PERSONAL DATA**

**Date of Birth :** 08th May 1987 **Nationality :** Indian

**Place of Birth :** INDIA (Hyderabad) **Religion :** Islam

**Gender :** Male

**Civil Status :** Married

**OBJECTIVE**

  I am looking for a challenging position wherein I could be a productive and contributive member of the team or organization to utilize my 6+ years of work experience in the field of Document Control. During the above mentioned period, I have shown high performance with sound knowledge of my field that led me to carry out duties as per the company’s procedures.

**SUMMARY**

* A Graduate in Commerce with 6+ years of Experience as Document Controller.
* 4 years experience in GCC Countries (UAE & QATAR).
* Handle more than 3 projects at a time.
* Good Experience with document control package – Aconex & OneDrive.
* Knowledge of work processes of document control.
* Excellent in computer systems to manage documentation.
* Utilizing a range of office software, including email, spreadsheets and databases.
* Proven decision making skills.
* Able to react quickly and effectively when dealing with challenging situations.
* Assisting Projects/departments with queries on documentation requirements & submissions.
* Maintaining a tracking facility to enable documents to be updated easily.
* Excellent working experience in MS-office, E-mail, Internet & its utilities.

**EDUCATION / CERTIFICATE**

● **Bachelor of Commerce (B.com)** from Pragati Mahavidyalaya Degree College (Osmania University - India).

● **Intermediate** from Narayana Junior College (Board of Intermediate - India).

● **Secondary School Certificate** from Sarada Vidya Niketan High School (Board of Secondary - India).

**COMPUTER / TECHNICAL SKILLS**

* Aconex
* OneDrive
* MS-Office (Word, Excel, Powerpoint & Access)
* Windows XP, Vista, 7
* Accounting Software Package (Tally)
* Typing (50 words per minute)

**EMPLOYMENT HISTORY WITH CURRENT EMPLOYER**

**ALEC Engineering & Contracting L.L.C**

Dubai, UAE / Doha, Qatar

**Company Brief Description:**

ALEC Engineering & Contracting L.L.C was founded in 1999 and is based in Dubai with operations in

Abu Dhabi, Qatar and Oman. The company is known for its Excellency in construction. Awarded several times as contractor of the year and many more. As a main contractor accomplished a number of admirable projects including Dubai International Airport (Concourse A & D), YAS Water World (Abu Dhabi), Dubai Festival City, Bvlagari Resort & Hotels, New Doha International Airport, Doha Festival City, Jabal Akhdar Anantara Hotel Resort & Spa (Oman).

**a) Job title :** ProjectDocument Controller

 **Project :** Burj Daman Hotel (Dubai, UAE)

 **Duration :** October 2017 to Present

**a) Job title :** ProjectDocument Controller

 **Project :** Doha Metro Stations & New Doha International Airport (Doha, Qatar)

 **Duration :** March 2017 to September 2017

**b) Job title :** ProjectDocument Controller

 **Project :** Dubai International Airport, Restaurants & Management Offices (Dubai, UAE)

 **Duration :** May 2015 to February 2017

**c) Job title :** ProjectDocument Controller

 **Project :** New Doha International Airport (Doha, Qatar)

 **Duration :** June 2014 to April 2015

**Duties & Responsibilities:**

* To receive different types of documents such as, Drawing, Material Submittal, Method Statement, Work Inspection, Material Inspection, Letter (incoming and outgoing), Invoice, Delivery note, Calculation, RFI and other documents from the sub-contractors and internal team by checking the sequence of numbers assigned to them. Ensure the correct stamping all documents.
* Registering of received documents/submittals in a proper manner so that it can be tracked easily.
* Ensuring that the documents received are forwarded to the concerned department for review their and signature before submission.
* Scanning and renaming the documents as per their reference number.
* Submission of documents electronically through Aconex, Email and also the hardcopy via transmittal as per the requirement.
* To coordinate and expedite the return of documents and approvals or comments within the required time period from external (Client & Consultant and Sub-contractor) and internal parties to whom they have been issued, submitted or distributed in order to avoid any delay.
* Recording and updating logs for the commented documents received form consultant or client.
* To distribute the documents based on the document distribution matrix to the

subcontractors, to our internal team, to the right department and right person as per the

instructions of the respective department manager and after project manager’s review through

Aconex and hardcopy.

* To file all hardcopies of documents - project wise and number wise and revision wise with sequence. To store all the softcopies (Submission & Commented) in the server for E-Viewing, so that it can be easily accessed by our internal team for their reference and for emergency backup purpose.
* Preparing weekly report of all submittals, commented and pending.
* Manage archive activities for controlled documents and validation of files. Tracking and retrieval of documents and drawings. Remove superseded drawings/technical data, and replace with more current data from the site team with Quality Management Systems.

**EMPLOYMENT HISTORY WITH PREVIOUS EMPLOYER**

**NCC ASSOCIATES**

Bangalore, India

May 2011 – March 2014

**Company Brief Description:**

NCC Associates is a general contracting company founded in 2006 (INDIA) offers National Construction

services and maintenance facilities.

 **Job title :** ProjectDocument Controller / Office Administrator

 **Project :** Ramky One North

 **Duration :** May 2011 to March 2014

**Duties & Responsibilities:**

* Responsible for taking care of Administration as well as Document Department.
* Daily routine activities of document control, including receiving, registering, scanning, submitting distributing, maintaining electronic and hard copy filing system, tracking and retrieval of documents and drawings.
* Scan and store the approved drawings in the database so that the project team can access.
* To perform general data entry using Microsoft Excel, Word and creating presentations using Power point.
* Prepare and distribute correspondence such as memos and letters.
* Updating database with confidential and relevant information and assisting office staff in maintaining files and database.
* Answering telephone calls, responding to the enquiries and forward calls to the appropriate department.
* Ensuring availability of office stationeries for all departments and ordering on time.
* Arranging and organizing maintenance and repairs for office equipments.
* Organizing meetings and confirming attendance by email and memos where applicable.
* Receiving, sorting and dispatching mails, incoming post and other documents to the respective department.

**Declaration:** I hereby declare that the information furnished above is correct to the best of my knowledge and belief.

**Irfan**