|  |  |
| --- | --- |
| **MOHSIN** **Document Controller** | * mohsin-394464@2freemail.com |



**PROFESSIONAL SUMMARY**

A document controller with more than 10 years’ experience and a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of electronic data management systems, supplier document filing systems. Easy going by nature and able to get along with both work colleagues and senior managers.

# AREA OF EXPERTISE

* Aconex, SharePoint & Smart Plant Foundation
* MS Office Applications – Word, Excel, Power Point, Access, Outlook
* SAP –Work Order, Service Entry Sheet, Notification, Purchase Request

# WORK EXPERIENCE

## Document Controller: Mar/2016 – May/2019

**Al-Khobar, Saudi Arabia**

 **Responsibilities:**

* Control all aspects of project documentation, utilizing various control methods/systems.
* Ensure proper document control support is given to the project.
* Produce and maintain Document Progress Reports to Project Managers.
* Routinely produce and evaluate document library information from Document Management system
* Issue document update requests when required & input revised documents into Document Management System.
* Ensure all documentation provided is as per quality formatting requirements. Formatting may include correcting templates, fonts and style, pagination and numbering and other activities that may be required to achieve documentation requirement.
* Create Document Control and correspondence folders for individual projects.
* Work in strict co-operation with the Project Manager to ensure project progress status integration.
* Ensure all templates used with the department conform to the Saudi Aramco standard.
* Ad hoc duties as required to assist the project team.
* I was the Muster Coordinator for the Department
* Checked personnel tracking information for accuracy and correct circulation in accordance with procedures
* Control muster and evacuation during drills and exercises
* Complete evacuation and notify appropriate persons & advise on factors affecting the evacuation.
* Identified missing persons as quickly as possible and informed Incident Command Centre asap.
* Recorded problems, anomalies, and other muster information in accordance with procedures for discussion during debrief

## Document Controller: Jan/2008 – Jan/2016

**Al Jubail, Saudi Arabia**

## Commissioning & PSM Department Responsibilities:

* Download & prepare system packages from SharePoint for PSSR & system walk downs and check if all the system



* Send the final executed PSSR packages to approval authorities.

related documents are in the package.

* Check if any MOCs have been raised for the system and insert the MOC red line P&Ids in the package for verification in the field.
* Make sure pre-defined requirements and checklists are in the walk down packages.
* Assist PSM coordinator with identifying the PSSR SMEs
* Validate the checklist with the PSSR Final Approver prior to the PSSR.
* Communicate pre-defined requirements and checklists with each SME.
* Schedule daily PSSR planning and walkthrough meetings and distribute system packages to the SMEs for walk downs.
* Note Punch List and action items on the PSSR checklist after walk downs and add to the tracking list.
* Track MOCs, Open A/B punch list items & Red Line P&Ids for updates.
* Follow up with assigned personnel on P&ID updates and closure of A & B Punch List items and update tracking sheet.
* Check if the MOCs have been reflected in the P&Ids and attach the revised P&Ids in the system package.
* Send System completion and PSSR approved notification once A & B punch list items are closed out.
* Conduct daily meeting with the commissioning manager and the commissioning team to update them on system walked & completed, MOCs, A/B punch items closure and other related reports.
* Ensure that multiple PSSR documentation is being stored and compiled for the entire scope of start-up.
* Ensure final executed and approved PSSR checklists are stored in Business Unit’s system of record.
* Support any other PSM, PSSR, HES and Start-Up processes and activities as required.
* To maintain confidentiality and observe data protection and associated guidelines where appropriate
* Create Service Entry Sheet for invoices in SAP
* Create Work Orders and General Work Notifications in SAP
* Coordinated BSO and Compliance trainings for contractor employees for Turn Around projects

# EDUCATION

Secondary School Education, SICES School, Mumbai

Intermediate School Education, Oasis Educational Services, Murshidabad

# KEY SKILLS AND COMPETENCIES

* Attention to detail and problem solving skills
* Excellent time management skills and ability to multi-task and prioritize work
* Strong organizational and planning skills
* Excellent written and verbal communication skills
* Strong IT and database management skills
* Excellent interpersonal skills and professional telephone manner
* Utilizing a range of office software, including email, spreadsheets and databases
* Ability to evaluate, prioritize, organize and delegate work schedules
* Ability to maintain confidentiality
* English: Fluent (speaking, reading, writing)
* Hindi, Malayalam, Marathi: Native language

# Personal Details

Date of Birth: 07-Sep-1984 Religion: Islam Nationality: Indian Marital Status: Married

Visa Status: Visit