CURRICULUM VITAE

**Muntaz**

**Mobile No: +*971-504753686***

**Email Address:** [**muntaz-399605@2freemail.com**](mailto:muntaz-399605@2freemail.com)

**Position Applied for Document Controller cum**

**Accounts Assistant Dubai – U.A.E**

**Visa Status: Cancelled**

***CAREER OBJECTIVE:***

A motivated hardworking, detail-oriented professional seeking the best opportunity as a Document Controller / Office Coordination. Effectively handle, organize and coordinate all Construction and office operation. to work with a progressive organization where my technical and interpersonal skills can contribute to the growth and success of the company while providing me career challenges and opportunities, and always accepting new challenging works and responsibilities.

***CAREER SUMMARY:***

* Possessed 7+ years of UAE experience in the field of Construction,
* Ensure the Effective running of day to day activities.
* Excellent problem solving skills and analytical skills.
* Ability to identify potential and succession planning.
* Experience in setting up the reporting system to deal effectively with the team.

**WORK EXPERIENCE**

**Document Controller**

**Worked From June 2018 To September 2020.**

**Company: *Contracting Company***

**PROJECT: FAMILY HOTEL**

**HILTON 5 STAR HOTEL**

**ADDRESS -RESORT AND LEISURE AREAS**

**AT YAS ISLAND, ADU DHABI**

**CONSULTANT: WSP**

**PROJECT MANAGER: FAITHFUL GOULD**

**CLIENT: MIRAL**

**ACONEX EXPERINCE:**

**Job Responsibilities:**

**Aconex Submissions: Civil & MEP Drawings, As Built Drawings, Material submission, Material Sample, Pre-Qualificaiton,Technical submission, Methods Statements, Design Calculation, RFI, Work Inspection Request, Contract Inspection Request Weekly Monthly Report, Daily Report ,NCR, Material Inspection Request, Procedure, Transmittal Note, Authority Approval Permit,Addendum,Material & Transmittal.**

* Receive, track, and monitor documents using standard document management programs to register documents, maintain databases, and produce logs, transmittals, and other reports as required.
* Maintain an established data distribution system and schedule for the assigned project based upon client, project, department, and supplier requirements.
* Responsibilities will include maintaining and updating electronic information on samples cataloguespre qualifications library File documents in physical and digital.
* Invoices from sub-contractors received and submission to Accounts Team.

**WORK EXPERIENCE**

**Document Controller**

**Worked From September 2014 To January 2017**

**COMPANY: Delta Emirates Contracting Company. (DUBAI)**

**PROJECT: Olgana Tower (2B+G+3P+38+Roof (41Level Residential Building)**

* **Client – Al Bayar Real Estate Development**
* **Consultant – Al Turath Engineering Consultant**

**Job Responsibilities:**

* Coordination the activities of Document Control, including distribution of documents.
* Approval Documents review stamp update in Log, scan upload in Company System.
* All Commented Documents forward to Project Manager for review & action.
* Transmittal Submission, Shop Drawing, Material, Pre-Qualification, Technical Submission, Work Inspection Request, Material Inspection Request, NCR, Weekly, Monthly Reports,. RFI, CIR. & Method Statement.
* Ensure all Documentation is controlled in accordance with the company's procedures for document control. Responsible for internal Distribution of all quality; handling, monitoring and distribution letters and tele-faxes.
* Responsible for the orderly documentation status, organizing submittals and distributing and maintaining documents.
* Information/ documents collection and filing both in soft and hard copies related to disputes and litigation.
* Analyzing, Preparing and updating Document Control Procedures in line with the Company’s Document Management System.
* Maintains updated records of all approved documents and drawings and their distribution clearly.
* Implement all the documents protocols and procedures comply with the company’s protocol.
* Manage all the process of archiving in electronic and hard paper format.
* Controlling all type of file documents.
* Ensure proper flow, archival & retrieval of all documents in time.
* Responsible for the orderly recording and keeping of Physical and Electronic Documents.
* Generate the various document control reports as required.
* Updating the Daily Report.
* Assigned in Commissioning Report, Electrical and Mechanical (Formatting and Encoding)
* Ensure that Project Information is Properly Controlled
* Responsible for filing all incoming and outgoing documents.
* Tracking and reporting on document review progress work independently to facilities group activities.
* Set up and ensure the maintenance of data registers.
* Conducting in-depth Analysis and providing the accurate data that helps in successful decision making for management.
* Handled Major Customer records maintenance successful.
* Preparing and updating the pre-qualifications of the company.
* Control Procedures as regards Suppliers' data to meet specific project requirements.
* Ensuring smooth and proper running of Company’s database. Lead a team of Supervisor and reported to the Manager.
* Analysis of information using various analytical methods for the development of Organizational Performance.
* Provide support in sorting and organizing invoices as needed.
* Responsible for controlling the receipt, issue, distribution, amending, transmission, filing (hard copy & soft copy), and archiving of all documentation (letters, drawings, instructions etc.) generated during the project life span.
* Maintains and manages all-important documents either for a particular projector whole organization and assures that it is easily accessible and stored.
* Performed general office duties and administration works.
* Ensuring proper document classification, sorting, filing and proper archiving.
* Set-up and control of paper copy archive files and folders.
* Assist with implementation, management and administration of department electronic document management system.
* Compiles and maintain control records to verify completeness and accuracy of data. .
* Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
* Maintain Site Petty Cash, Invoice Record detail .
* Knowledge of raise Accounting Invoices. Debit, Credit & Cheque.

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**Document Controller**

**Projects:**

* **Al Shabhat Plaza Development (J053), Al Ain**
* **Client – ALDAR Properties**
* **Consultant – Prime Engineering Consultant**
* **Period – January 2012 to June 2013**

Job Description:

* Receiving incoming and outgoing calls
* Updating the Daily Report
* Receiving and updating correspondence documents
* Assigned in Commissioning Report, Electrical and Mechanical (Formatting and Encoding)
* Responsible for internal distribution of all quality ; handling, monitoring and distribution letters and tele-faxes

**Document Controller**

**Projects:**

* **Investigation & Drugs Building (J056) Al Ain**
* **Client – Project Manager**
* **Consultant – BD&S Middles**
* **Period – February 2007 to March 2008**

Job Description:

* Updating the Daily Report
* Receiving and updating correspondence documents
* Responsible for the proper handling and security of files
* Assigned in Commissioning Report, Electrical and Mechanical (Formatting and Encoding)
* Encoding all the correspondence letters and submittals using **PROLIANCE** (Data Base/Software.
* Research discrepancies in purchase orders and duplicate orders.
* Identify vendors and obtain quotes of prices for goods to be purchased; research new parts, substitute products and pricing.
* Issue materials, supplies, tools, parts and equipment, obtaining proper records and requisitions.
* Enter and retrieve data from a computerized inventory control system.
* Track material usage and establish reorder points..
* Perform weekly cycle counts, quarterly inventory, mid -year inventory, year-end inventory and physical inventory and prepare year-end inventory reports.
* Build and maintain positive working relationships with co-staff, other agency employees and the public using principles of good customer service.

**EDUCATIONAL ACADEMICS:**

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| **APPLICATIONS** |  |  |  |
| **UNIVERISTY GRADUATE IN BACHLOR OF “Economics”.**  (**Certificates Attested from UAE Embassy Delhi, India)** | | APR 2000 - MAR 2003 | **KAKATIYA UNIVERSITY, INDIA** |

**COMPUTER LITERACY:**

##### **Good Hands in Ms-Office (Sound knowledge in Excel) and Internet Applications**

**Good Practical Exposure in ACONEX Application & VICI DOCS Documentation Application. PROLIANCE (Data Base/Software. CAD Foundation & ERP System. High Speed in Type Writing (Higher Certificate of Government of Hyderabad India) Comprehensive Knowledge in ERP system related to Data Entry &Documentation and Accounting Assistant Assessments INVOICE,DEBIT& CREIT NOTE, PETTY CASH.**

**PERSONAL INFORMATION:-**

**Languages known: -** English, Hindi, Urdu , Telugu & Arabic

**DATE OF BIRTH: -** January 17, 1978

**MARITAL STATUS** : - Married

**EXPIRATION DATE: -** March 18,2029

**NATIONALITY: -** Indian

**RELIGION: -**  Islam