

**SALIH**

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**RESUME**

**SUMMARY:**

To be placed in a challenging organization that gives me the scope to update my knowledge and skills in accordance with the latest trends and to be a part of team that dynamically works towards the growth of the organization

**KEY HIGHLIGHTS:**

 Dedicated, hardworking and result oriented.

 Well experienced in routine Office Administration works.

 Socialized, pleasing manner with good sense of responsibility.

 Flexible and can adapt to any given situation.

 Self-motivated team player who inspires others.

**KEY EXPERIENCE:**

- **Experience in Qatar**

From June 2011 to August 2016: Document Control in **Nakilat Damen Shipyards Qatar Ltd.**

- **Experience in U.A.E.**

More than 7 years experience **Document Control & Projects Support Executive** in **Design, Development – Project**

**Management & Construction team**

Worked with various companies: **NAKHEEL PJSC**

**ASSOCIATED CONSULTING ENGINEERS (ACE) INT’L**.

Worked in various projects: International City, Dragon Mart Shopping Mall, Ibn Battuta Shopping Mall & Dubai Design Centre

- **Experience in Saudi Arabia**

3 Years (Advertising Company) Administration Assistant

**QUALIFICATIONS:**

 Bachelor of Arts (B.A.) - University of Calicut - INDIA (1994 to 1996)

**TECHNICAL EXPERIENCE & QUALIFICATION:**

 SAP (Systems Applications and Products)

 Document Management Record System (DRMS)

 Electronic Document Management System & BIW Document System

 MS Office (MS Word, MS Excel, MS PowerPoint & MS Outlook)

 Diploma in Computer Application (DCA)

 Good type writing knowledge in English

**DETAILED EXPERIENCE IN QATAR:**

From June 2011 to August 2016: **Nakilat Damen Shipyards Qatar Ltd.**

Position / Designation: **Document Control**

Current running Software: SAP & Document Management Record System (DRMS)

**DUTIES INVOLVED:**

 Maintaining & uploading documents in SAP & DRMS (Document Management Record System).

 Updated all incoming and outgoing Contractor and Company Project documentation into register and updated soft copies into FTP site and Electronic Data Management System

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 Handling process incoming and outgoing Contractor Project technical and non-technical documentations as Design

Drawings, Correspondences, Contractor Site Queries, Variation Order, Minutes of Meeting, Weekly and Monthly Report.

 Ensuring all superseded drawings are removed from register and archived and replaced with up dated version.

 Handling and control process Company Technical and non-technical documentation as Company Site Query, Change

Instruction, Site Instruction, Design Drawing, Specifications etc.

 Engraving for all name text plates (Plastic, Brass & Stainless Steel) and coordinating with the Line Managers as per projects.

 Printing and editing the drawings using AutoCAD.

 Provides administrative support including telephone coverage, copying, mail handling, supplies control and necessary communications internally and externally.

DETAILED EXPERIENCE IN UAE:

June 2006 to July 2010: **M/s. NAKHEEL – DUBAI**

**Dubai Design Centre / Nakheel Shopping Malls (Ibn Battuta Mall & Dragon Mart Mall) Design, Development, Project Management & Construction**

Position / Designation: **Document Controller (Software used: EDMS)**

**DUTIES INVOLVED:**

 **Document Control**

 Assist in developing centralized document control system

 Archiving all documents and feeding the document control system

 Maintaining and updating of project files of all stake holders (Consultants, Contractors & Clients) Document Management

System.

 Internal distribution all incoming correspondence

 Keeping drawing register of all drawings approved for construction is kept up to date.

 Ensuring all superseded drawings are removed from register and archived and replaced with up dated version.

 Maintain data bases (contractors, consultants, clients etc.)

 Liaising with IT and other departments as and when required.

 **SECRETARIAL**

 Act as a focal point in providing Secretarial support to the Departmental Managers as and when requested.

 Assist in preparation project correspondence and manage the distribution to relevant parties Performs secretarial and administrative duties for designated managers or department.

 Maintains appropriate confidentiality and represents work group or organization with professional demeanour.

 **OFFICE ADMINISTRATIVE FUNCTIONS**

 Assist the Line manager and team members in client relationship management and ensure delivery of commitments and monitor tasks assigned.

 Manage the workload in the absence of the Line Manager, taking appropriate action which includes assessing relative priorities and independently managing incoming correspondence, e-mails etc., and responding to ensure a smooth day-to- day workflow.

 Co-ordinate between the line manager and the project management team. Ordering and maintaining stock of consumables such as grocery items and office stationery.

 Provides administrative support including telephone coverage, copying, mail handling, supplies control and necessary communications internally and externally.

 **ASSIST IN CONTRACT ADMINISTRATION AND PROJECT CONTROLS**

 Maintaining and updating the Project Control Forms

 Maintaining and updating the logs for Project Records such as RFI, RFIA, Drawing and Material Submittals, etc.

 Preparation of Payment Certificate and Requests for Payments for Contractors and Consultants

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 Liase with the Finance Department with regard to the updates on release of payments to relevant parties

 Assist in drafting ITT, Contract Agreements, Amendments as per advise by Senior Contract Administrator

 Assist in preparation of NOV, ERIs

 Assist in preparation of project close out documents such as as-built records, TOC (Taking Over Certificate), No Liability

Statements etc.

 Maintaining and updating of Post Contract Control Register which includes details such as Contract Name, Contract Sum, CAPEX Amount and Number, Variations, Adjusted Contract Sum, Payment Details etc.

Feb 2003 to May 2006: **ACE International (Associated Consulting Engineers International)** Dubai Branch – UAE, Project: International City – Infrastructure & Building Construction - Dubai Position / Designation: **Document Controller (Software use: MS-Access Database) / Secretary**

 Responsible for maintaining day-to-day administrative activities.

 All Incoming / Outgoing correspondence letters preparing & updating.

 Document transmitting and controlling.

 All Request for approval / testing updating.

 Registering all incoming and outgoing documents and maintaining proper tracking of all the documents in computerized documentation system.

 Organize and maintain documentation system for the project comprise of different packages.

 Maintaining files and documents such as letters, drawings for various packages, material submittals, RFIs, etc...

 Preparation of Daily / Monthly Time Sheet.

 Preparation of Daily / Monthly Overtime for the project.

 Preparation of Weekly report for the project.

**WORK EXPERIENCE IN SAUDI ARABIA:**

Jan. 2000 – Jan. 2003: **M/s. Erada Advertising Agency** in Jeddah

Position / Designation: Administration Assistant / Secretary

 Responsible for maintaining day-to-day administrative activities.

 All Incoming / Outgoing correspondence letters preparing & updating.

 Document controlling.

 Registering all incoming and outgoing documents and maintaining proper tracking of all the documents in computerized documentation system.

 Preparation of Daily / Monthly Time Sheet.

**LANGUAGES:**

 English, Arabic, Hindi, Urdu & Malayalam

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