****

**MOHAMMED**

**MOHAMMED.261641@2freemail.com**

A Bachelor of Commerce in Business graduate with a total of more than **9** years of extensive work experience in different industry sectors (i.e. Construction**/**Engineering, Building Materials, Life Insurance and Retail), more than **5** years of which as a **Project Document Controller** in Qatar and about **4** years in India as Accountant and Sales Executive. Knowledgeable in different office procedures such as administrative support, documentation work, technical office coordination, monitoring and maintaining logs of all the construction documents in the Project Site, employing effective computer applications for easy identifications, retrieval, storage and ensuring that records remain legible and identifiable.

**Career Objective**

Have a much broader opportunity to learn more, explore and be able to handle a position in a company that values quality, integrity, innovation wherein I can acquire more experience, skills and abilities that can be utilized to the fullest and further contribute to the overall organizational growth.

**Competencies Related to Current Position**

* Experience in Document Controlling, Document Management, Record Management, Document Imaging, Document Archiving, and Maintenance of Electronic and Physical Documents.
* Excellent knowledge in Microsoft Office 2007, 2010 & 2013 (i.e. Word, Excel, PowerPoint and Outlook).
* Proficient with FTP Clients, Software Documentation such as **ePM/Proliance(V.5),** **ORACLE Primavera,** **MS** **SharePoint, EPLASS,** Foxit and Adobe Acrobat.
* Professional knowledge about Electronic Document Management System **(EDMS).**
* Wide knowledge of construction documents, technical submittals, drawings and specifications.
* Maintaining documents safely and keeps confidentially as per priority.
* Experienced in making forms, Monthly and Weekly Reports, Daily Construction Report etc.
* Skilled in reviewing and preparing statistics and reports.
* Experience in document management roles in construction projects.
* Assisting departments with queries on documentation requirements & submissions.
* Knowledge about Final Closeout Documentation and Archive File System.
* Ability to interact and coordinate with internal and external business partners.
* Strong communication, interpersonal, analytical, and teamwork skills.
* Able to learn product knowledge, prioritize and manage one’s own time.
* Time Management, take and carry out instructions from superiors swiftly.
* Able to work cooperatively and productively as a member of a team even with minimal supervision and willing to be relocated.
* Able to adapt and work in a multicultural environment with good public relations.
* Ambitious and energetic with a positive attitudes to all objectives set.
* Able to react quickly and effectively when dealing with challenging situations

**Employment History**

**Al Jaber Trading and Contracting Co., W.L.L., July 2012 — Present**

**P.O. Box – 1120**

**Doha - Qatar**

**Sr. Project Document Controller Jan 2017 - Present**

**Responsibilities and duties**

* Responsible in the receipt and on-line distribution of all incoming and outgoing documents.
* Monitoring and maintaining of logs/status of all engineering documents (Correspondences/Letter of Client, Consultant, Subcontractors & Inter-Office MEMOs, Technical submittals, Inspection Request, RFIs, and Payments etc.) for easy retrieval and reference.
* Submit and receive technical submittals, design drawings, Correspondences and all other project related documents using Client/Consultant Tracking Program Software **ePM/Proliance(V.5)** as per Client’s requirement and standard procedure.
* Establish and implement an efficient project-related document control register and procedures for the way forward on the delivery of the project documentation as efficiently as possible in order to achieve project objectives.
* Maintaining electronic folders and directories, in accordance with the established procedures and project requirement.
* Leading a group of Document Controllers, managing Document Control team, Ensure correct procedure template/format, number and reference is being used, in addition to the execution of my own document control duties.
* Coordinates the flow of project documents between project operations, engineering disciplines and other related support groups.
* Attends meeting with Consultant Document controller regarding **ePM** (updates in the system) and special meeting requested by the Client**/**Consultant DC team and other team members.
* Receive and distribute project documents and drawings to the concerned Department/Persons (Action Parties) based on the Document Distribution Matrix after Project Managers review/comment.
* Disseminating of information using company e-mail (MS Outlook) with wise discretion or as per advice from Project Manager/Superiors.
* Coordinates with QA/QC manager, procurement engineer & QS in relation to technical document submittal for the project.
* Uploading all the project documents into **MS SharePoint** using QDMS system for Internal Communication.
* Preparing weekly and monthly updated FTD volume status report, weakly upload **(SharePoint &** **ePM/Proliance)** report and send to Main Office
* Manage all other documentation related to project management, commercial & legal generated by company and by subcontractors.
* Sorting and filing of all the documents and safekeeping, according to titles, types, dates and other matters.
* Maintain the documents under safe custody without any damage or deterioration with easy traceability and keeping all the soft copy as a backup in an external drive prevent any loss of data.
* Properly store and archive obsolete documents as per the retention program & Archive Policy, for easy retrieval at a later date.
* Performing other duties/assignments designated by the Project Manager.

**PROJECTS DESIGNATED:**

|  |  |
| --- | --- |
| **Project Name** | **New Port Project - Visitors Centre (Contract Package – NPP/0065)** |
| **Contract Value** | **190,000,000.00 QAR** |
| **Client** | **New Port Project Steering Committee** |
| **PMC** | **AECOM** |
| **Eng. Design Consultant** | **Worley Parsons/Royal Haskoning** |
| ***Inclusive Date Worked*** | **January 2017** - **Present** |

**Project Document Controller July 2012 - Jan 2017**

**Responsibilities and duties**

* Receive, register, distribute and file daily documents as per the DCS System and control outgoing correspondences' reference numbers and process through proper channel.
* Prepare daily transmittal of drawing and technical documents submitted by engineers according to project standards and report it to DCS Head and Supervisor.
* Receive and distribute all the documents from Client, Consultant, Subcontractors and Internal to the project team in a timely and accurate manner, as per the standard procedure after Project Managers review/comment.
* Uploading documents (Correspondents, Submittals, and Inspection Requests, Daily Report, etc.) for Client in to **Primavera Contract Management (PCM)** Software ***[Projects - Package 6 & 4].***
* Download and Upload all technical documents (ie. Design Drawings, Shop Drawings, As-built Drawings) through **EPLASS** system for submission to the Client/Consultant and distribution for technical reference and implementation purposes ***[Project - BARWA Commercial Avenue].***
* Maintain daily detailed log of all incoming and outgoing mail, stamping and recording of mail before distributing to the project.
* Control and check daily corporate documents for any errors or revisions that may lead to disqualification and report any defect to DCS head and supervisor to be sorted out.
* Scan all the document and daily register them into the standard document control log/register in order to keep all documents available in soft copy for easy retrieval and quick reference.
* Manage all the project related documents, ensuring that the information is accurate and up to date, easily accessible & stored.
* Uploading all the project documents into **MS SharePoint** using QDMS system for Internal Communication.
* Submit weekly document control report (uploading status - **SharePoint, Primavera & EPLASS**) to related Project according to the approved format.
* Coordinate all activities related to the Document Control procedure with the DCS Head for the flow of effective implementation of Control of documents/records.
* Assisting the QA/ QC engineer in the preparation of Handing Over/Close-out documents to be submitted the Client as per their standard specification.
* Generate the various project document control reports and tracking registers for specific projects as required.
* Coordinate with DCS Head in processing the archive requisitions submitted by Project/Dept.
* Carry out additional related duties & functions as advised by the manager being reported to.

**PROJECTS DESIGNATED:**

|  |  |
| --- | --- |
| **Project Name** | **Development of Internal Security Force (ISF) Camp at Duhail – Package CPC02 – Infrastructural Works** |
| **Contract Value** | **100,000,000.00 QAR** |
| **Client** | **Internal Security Force – ISF** **(AKTOR/JEC Joint Venture (AJJV) – Contractor)**  |
| **PMC** | **QPM** |
| **Consultant** | **Dar Al-Handasah** |
| ***Inclusive Date Worked*** | **August 2016 – June 2017** |

|  |  |
| --- | --- |
| **Project Name** | **Construction of Three (3) New Schools around Doha Villages of (56) New Schools, Package - 6 (Stage 9B)** |
| **Contract Value** | **199,334,994.71 QAR** |
| **Client** | **Public Works Authority (ASHGAL)**  |
| **Consultant** | **Consulting Engineering Group (CEG International)** |
| ***Inclusive Date Worked*** | **February 2015 – November 2016** |

|  |  |
| --- | --- |
| **Project Name** | **Construction of Four (4) New Schools Project, Package - 4 (Stage 8)** |
| **Contract Value** | **278,511,052.00 QAR** |
| **Client** | **Public Works Authority (ASHGAL)**  |
| **Consultant** | **Engineering Consultants Group (ECG)** |
| ***Inclusive Date Worked*** | **November 2013– September 2015** |

|  |  |
| --- | --- |
| **Project Name** | **BARWA Commercial Avenue (Landscaping & Infrastructure and Road Package)** |
| **Contract Value** | **400,000,000.00 QAR** |
| **Client** | **BARWA Real Estate/HOCHTIEF Solutions Middle East** |
| **Consultant** | **MAUNSEL-AECOM Middle East Limited** |
| ***Inclusive Date Worked*** | **July 2012 – November 2013** |

**Al Muhaiza Building Materials L.L.C.**

**Doha - Qatar**

**Data Entry Operator/Office Assistant May-2011 — June 2012**

**Responsibilities and duties**

* Performing and coordinating of the office activities.
* Retrieving and integrating the data and dissemination of the information to the Clients, employees and from various departments, public, agencies, etc. and verifies accuracy of material, prior to input.
* Transcribes selected data into a computer and scans source documents in accordance with specific program instructions.
* Records data by operating data entry system; coding information; resolving processing.
* Prepares source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data etc.
* Maintains files of source documents or other information (i.e. bank deposit slips, complaint cards, work history etc.) relative to data entered.
* Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
* Generate reports, store completed work in designated locations and perform backup operations and reports work progress and non-routine problems/issues to more senior staff.

**HDFC Standard Life Insurance Company Ltd.**

**Kerala - India**

**Sales Executive May-2008 — December 2010**

**Responsibilities and duties**

* Explain features, advantages and disadvantages of various policies to promote sale of insurance plans on the basis of clients’ interests.
* Call on policyholders to deliver and explain policy, to analyze insurance program and suggest additions or changes, or to change beneficiaries.
* Confer with clients to obtain and provide information when claims are made on a policy.
* Attend meetings, seminars and programs to learn about new products and services.
* Recruit new Insurance agents in accordance with the business plan.
* Conduct training programs, training process for the new recruits and set business targets among the Agents.
* Go out in the field with the sales agents to make joint calls in order to crack the tough nuts out there and achieve monthly sales budgets.
* Sell policies that protect individuals and businesses from financial loss resulting from automobile accidents, fire, theft, storms, and other events that can damage property.
* To achieve targets of direct sales basis through the team of Financial Consultants.
* Maintain regular contact with clients.

**BEAUTY SILKS (Retail Shop)**

**Kerala - India**

**Accountant May-2007 — February 2008**

**Responsibilities and duties**

* Compile and analyze financial information to prepare entries to accounts such as general ledger accounts, and document business transactions.
* Monitor and review accounting and related system reports for accuracy and completeness.
* Prepare profit and loss statements and monthly closing and cost accounting reports.
* Supervise the input and handling of financial data and reports for the Company’s automated financial systems.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Verifying customer balances and rectifies discrepancies in accounts receivable books.
* Coordinate with accounts receivable team in collecting payments from customers
* Explain billing invoices and accounting policies to staff, vendors and clients.
* Recommend, develop and maintain financial data bases, systems and manual filing systems.

**Educational Attainment**

BACHELOR OF COMMERCE (B. Com)

University of Calicut

Kerala - India

**2007**

PLUS TWO (COMMERCE)

Board of Higher Secondary Examination – Government of Kerala

University of Calicut, Kerala - India

2004

SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION

Board of Public Examination

Government of Kerala

2002

**Trainings and other Professional Development/Involvement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Development or Certification Type** | **Program Details/Title of Certificate**  | **Location** |
| **2015** | **In-House Training** | **Best Practice for Document Control System** Conducted by Al Jaber Trading & Contracting W.L.L  | **Qatar** |
| **2003** | **Introduction Course** | **Data Entry Operation** Conducted by Manipal Institute of Computer Education **(MICE)** | **India** |
| **2011** | **Training Course** | **Computerized Financial Accounting** Conducted by LBS Center for Science & Technology – Government of Kerala | **India** |

**Personal Details**

Gender : Male

Date of Birth : 1 May 1987

Civil Status : Married

Nationality : India

Languages : English, Hindi, Tamil & Malayalam

**Declaration**

I hereby declared that the above-mentioned details are true to the best of my knowledge. I would be thankful if my candidature is considered and given an opportunity to serve your esteemed organization.

Yours Genuinely,

FULL NAME – ALL CAPS