**Nowshad**

**~13 more years of professional experienced Document Controller cum Dept. Coordinator**

**Objective**

To have challenging position in an organization that would provide opportunity for using my professional experience as Document Controller & Department Coordinator

**Core Competence**

* Self-directed, the ability to work independently, and being highly-motivated
* Fast-paced and deadline driven
* Strong communication and customer service
* Detail-oriented, dependable and trustworthy
* Familiar with FTP share sites (FileZilla, various client share sites for documentation, etc.).
* Perfect speed at key board.
* Familiar with internet browsing

**Professional Experience**

**Zamil Steel Co. Ltd. Process Equipment Division, Dammam, Saudi Arabia**

**Sr.** **Document Controller (**Since May-2006 to present) **~ 10 Years**

The Process Equipment Division which manufactures Pressure Vessels, Columns, Heat Exchangers, Silos & Tanks etc. & with ISO 9001, 14001, OSHAS 18001 certification.

Major clients are Saudi Aramco, SABIC, Saudi Electricity Co., SSEM, Samsung Engineering, Bechtel, Technip, Linde, Lurgi, JGC Corporation, Snamprogetti, SINOPEC, Technimont, Tecnicas Reunidas, Stone & Webster, KBR, Fluor Ltd, Rotary Engg.Ltd., CTCI, Haldor Topsoe, Progetti Europa & Global, Petrofac International, Petro-Chem, PALL Corpn, CMI, John Zink, Intecsa Industrial, Kinetic Technology, STF, etc.

**Job Responsibilities**

* Prepare & Assign document numbering for Client / EPC format as per Vendor Documentation and Numbering instructions provided by client.
* Generate & update all incoming documents logs
* Prepare list of Applicable documents required for client review / approval
* Uploading & Downloading documents through customer share sites (Documentum) & FTP.
* Update & Distribute the documents internal departments via standard format transmittals.
* Sub-vendors document’s status update & transmission
* Generate list of outstanding / overdue documents & follow-up
* Co-ordination for compiling Final Dossiers / Final Documents files.
* Request to Finance dept. to prepare progress / milestone achievement payment invoice as per PO terms against the updates from Project Engineers, as well as forward to client copy of invoice with proper transmittal once after verified by Project Engineers.
* Responsible to follow-up with client for the payment updates.
* Coordinate all department activities.
* Arrange meeting schedule for visitors from client.
* Effective communication with clients & all other departments related documentation.
* General Administration & maintaining proper filing activities.
* Prepare Monthly, Quarterly and Yearly Reports of balance score card which is the summaries of equipment / jobs delivered with claim / without claim, % of repeated customer, rating of customer satisfaction, etc.

**NAPCO Co.,** **Dammam, Saudi Arabia**

**Document Controller-QA/QC (**May-2005 to Apr-2006) **~ 1 Year**

## Job Responsibilities

## Document submitting (Electronic & Hard copies) and update the status.

## Prepare required sets of Final Dossiers to submit client.

## Filing records electronically & manually.

## Distribute approved documents by client to other respect dept. & shop manufacturing.

**Institute of Mobile Phone Technology,** Kerala, India.

**Accountant cum Secretary** (March -2004 to March 2005) **~ 1 Year**

## Job Responsibilities

## Office Administration.

## Responsible for banking & accounting.

## Daily monitoring sales & service.

## Responsible for maintaining files, documents and information through manual or electronic.

## Internal functioning & secretarial works.

## Schedule theory & Practical classes for trainees.

## Responsible for operation of telephone calls.

**Chithira Automobiles, Kerala, India.**

**Marketing coordinator** (April 2002 – February 2004) **~ 2 Years**

## Job Responsibilities

## Effective communication with customers and others.

## Receiving the enquiries for new vehicles.

## Daily monitoring sales & service.

## Coordinate with Nationalized Banks for Bank Loans.

## Progress checking the monthly targets of marketing executives.

**Educational & Personal Credentials**

##

* BSc Chemistry (University of Kerala, India)
* Computer Knowledge: MS Office, Oracle ERP
* Awarded Achiever’s Club Certificates & Momentum for consisting top performance at the years of 2010, 2011, 2012, 2013 & 2014.
* Nationality-Religion-Marital status : Indian-Muslim-Married
* DOB : 2nd May 1978 ,Kerala (Passport H3914391 exp.date: 06-07-2019)
* Languages Known: English, Hindi, and Malayalam (Fluent) Tamil & Arabic (not fluent).

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