 SALEEM

**Document Controller**

Document Controller with **7 year’s** experience of Project Documentation, System Support, Data Base Management, Office Administration and Project Support Services within the Oil & Gas, EPC, Construction, industries with Client/Vendor/Contractor/Sub Contractor experience. Possess very good knowledge of document control processes, online data management & exchange with external parties (consultants / equipment vendors). Remarkable experience in Project Documentation, Preparation and implementation of Document Controller plans, procedures as per ISO Standards for specific Projects. Solid understanding of document processing principles Register / Log, Receipt, Issue, Storage Distribution, Transmission and Final Documentation.

**Email:** [saleem.313488@2freemail.com](mailto:saleem.313488@2freemail.com)

***Personal Profile:***

***Passport Details:***

**Date of Birth:** 04/04/1987

**Nationality:** Pakistani

**Religion:** Islam

**Marital Status:** Married

**Language Known:** English, Urdu.

***Computer Proficiency: Educational Qualification:***

Diploma in Application windows, Metric (Faisalabad Board) in 2002

MS Office, Adobe Acrobat, F.Sc (Faisalabad Board) in 2004

Auto Cad, **B.Sc (University of Punjab) in 2007.**

**Operating Systems:** **Software Packages:**

Windows - XP, 2000, 2003, **SAP, Payroll.**

2007, Vista, Windows 7, 8 & 10. **Construction Management Tool.**

Strong sense of E-mail / Internet,

Outlook Express, Windows Mail.

***Experience in Saudi Arabia,***

Designation: **Document Controller**

Name of Company: Samsung Saudi Arabia Co. Ltd. (Kingdom of Saudi Arabia)

Project: SWCC Yanbu Power and Desalination Plant Phase III Project

Duration: **21st October 2013 To 30th September 2016 (3 Year’s)**

***Role & Responsibilities:***

* Receiving Incoming Correspondence, Documents and Drawings from Clients, Consulting Engineers, Subcontractor, Vendors etc. Distribution to concerning Department, Keeping Office Copy, maintaining log and Filling to Proper Location. Up keeping of Electronic copy of all documents.
* Out Going Correspondence, Documents and Drawings Submitting vide Transmittal to Consulting Engineers and Client. Distribution to Concerning Department, Hard Copy to Office Filing.
* Updating Master Data Base, Monitoring and Tracking Submission.
* Receiving Drawings/Document’s Comments Sheet from Consultant, Updating to Master Data Base, Hard copy & Soft Copy distribution.
* Approved Drawings, Documents & Comment Sheets sending to Subcontractor’s for Construction, Maintain Separate Database.
* Preparation of Material approvals and Submission of the same to the client for approval. To receive the response of approvals from client and distribution to concerning Department, Keeping Office Copy and Filling to Proper Location.
* Organize Filing of Hard Copy Document /Drawings as per discipline / document code in accordance with the project filing system & Control all master files and all documentation process.
* Interfaces with all disciplines to ensure that the requirement of the documents and drawings for the project are properly handled and their outstanding and pending issues are resolved in timely manner.
* Reporting to Manager Operations, Managed Front Office, handle mail distribution, Time sheets, coordinate meetings. Keeps record of office inventories. Co-ordination with the consultants and subcontractor’s for receipt of outstanding documents and follow-up.
* Register the new vendors and subcontractors in SAP System. Update the Purchase Order and invoices in SAP System.
* Checking and processing the Subcontractor’s and Vendor’s invoices. Obtain necessary approval from the concerned department / Field Control Manager / Site Manager.
* After all the approval, processing the invoices in the SAP system for payment. Filling and preparation of Electronic copy of invoices and Purchase Orders.
* Receive Subcontractor’s Manpower Reports and Prepare Daily manpower Report.
* Update Manpower and Machinery status in Construction Management Tool.
* Preparation of Weekly report in Construction Management Tool.

***Experience in Bahrain - 1***

Designation: **Document Controller**

Name of Company Samsung Engineering Co, Ltd. (Kingdom of Bahrain)

Project United Steel Company (SULB) Project, Hidd Bahrain

Duration **01st March 2013 To 20th July 2013. (5 Months)**

***Role & Responsibilities,***

* To control the Main Document center of the project.
* Timely Receiving, Issuing and Distribution of all the documents from Client, Consultant, Subcontractors and other Vendors.
* To update the log sheets of all the documents with current status.
* Scan and Maintain Electronic copies of all the Incoming/Outgoing documents (Letters/Transmittals / Drawings /Various Reports / Approvals).
* Follow up with Client / Engineer/Subcontractors for responses of various submissions.
* Received Invoices from Subcontractors and obtain necessary approval from the concerned department/Field Control Manager / Site Manager.
* After all the approval, processing the invoices in the SAP system for payment.

***Experience in Bahrain - 2***

Designation: **Document Controller**

Name of Company Poullaides Construction Co, W.L.L (Kingdom of Bahrain)

Project United Steel Company (SULB) Project, Hidd Bahrain

Duration **10th August 2011 To 28th February 2013 (1Year and 6 Months)**

***Role & Responsibilities:***

* To control the Main Document center of the project.
* Timely Receiving, Issuing and Distribution of all the documents from Client, Consultant, Subcontractors and other Vendors.
* To update the log sheets of all the documents with current status.
* Scan and Maintain Electronic copies of all the Incoming/Outgoing documents (Letters/ Transmittals / Drawings / Various Reports / Approvals).
* Follow up with Client / Engineer / Subcontractors for responses of various submissions.

***Experience in Pakistan,***

Designation: **Record Incharge in Admin**

Name of Company Tanveer Cotton Mills (PVT) Ltd

Duration **01st July 2009 To 30th June 2011. (2 Year’s)**

***Role & Responsibilities:***

* Handled General Administration
* Recruiting of manpower of all categories
* Preparation of Time Sheets and Salary Pay roll
* Maintaining of Employee records / Leave Processing and record keeping.
* Mainlining Pay roll system of Employee Management
* Up keeping of office documents.