**CURRICULUM VITAE**

**MOOHAMMAD**

Deira Dubai

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**Career objective:**

Energetic, ambitious and self motivated. I take the initiative to shoulder responsibilities and always welcome challenges. Confident of my role in the growth of the organization and eager to appraise upon new situations. Require minimum of training on any new assignments. I consider myself as being presentable and well spoken and get along well with people at all level. To be associated in an organization that will provide a career advancement and personal growth wherein education and experience will have a valuable application.

**Educational Qualification:**

Bachelor of Biochemistry (Attested) –The United Nations Peace University

Master of Biochemistry - The United Nations Peace University

In Calcutta Health Institute Kolkata, Authority of Alternative Medicine Council.

**Key Skills:**

Proficient in Microsoft Office (MS Word, Excel, PowerPoint, MS Access etc.), E-mail and the Internet.

Document control Software, EDMS, Aconex, E-Construction & DAMAC Connect.

***DAMAC Social Media Campaign Winner Q1, Q2, Q3 & Q4.***

**Summary of Works**

I have more than sixteen (16) years of professional experience in the field of Document Controller cum Secretary using innovative and latest software applications and comprehensive document control system.

**Work Experience:**

**September 2014 Dubai, UAE**

**Position: Senior Document Controller** **Buildings)**

**Project: Akoya Oxygen Master Development Dubai (13000 Villas & 40**

**Nature of Works:-**

* Ensure that all drawings and documents received from Consultant Contractors, and other related parties are properly registered, labeled, filed and archived for easy retrieval.
* Responsible for checking the received hard copies and ensuring that they match the project mails uploaded in DAMAC Connect.
* Responsible for allocating and distributing the received hard copies to the Team Secretaries.
* Responsible for processing all incoming hard copies, as follows: providing a registry number, listing them in the Incoming Registry, indicating a due date for response, allocating the Team Coordinator and Reviewers as verified by the Project Director.
* Providing a copy to the Project Director for distribution of documents/ letters to the responsible Engineer assigned for review though by DAMAC Connect
* Generate and maintain the document registration ensuring updated daily basis.
* Finalization of drafts in DAMAC Connect by making sure the necessary documents is attached to it before Project Director’s signature.
* Responsible for processing/sending all outgoing documents through DAMAC Connect, providing a system-generated number, registering sent documents on the Incoming Registry as a reply.
* Generating overdue transmittals via DAMAC Connect and preparing them together with the other correspondence types that will be due and are overdue that are listed in the Incoming registry for distribution to the corresponding secretaries and their Managers every Thursday.
* Changing status of Document in DAMAC Connect as per Engineer’s Design/Documentation Review and final approval status.

**January 2004- to- August 2014 - Ewan Architect & Engineering Consultancy Abu Dhabi, UAE**

**Project Work Details**

**Project** **:** **Presidential Palace Abu Dhabi, UAE.**

**Client** **:** **Ministry of Presidential Affairs.**

**Position** **: Document Controller**

**Duration** **:** **Feb-2011 Onwards (Using Aconex Software)**

Coordination with RW Armstrong, Haj Quantity Surveyor , WSP Middle Est., ICON sub Consultant, DHA sub Consultant, MCTS sub consultant ACC Contracting Company , CCEP Contracting Company

* Drake & Scull International Etc.

**Aconex duties and Responsibilities:-**

* + Ensure that all drawings and documents received from Employer, Contractors, and other related parties are properly registered, labeled, filed and archived for easy retrieval.
	+ Responsible for checking the received hard copies and ensuring that they match the project mails uploaded in ACONEX.
	+ Responsible for allocating and distributing the received hard copies to the Team Secretaries.
	+ Responsible for processing all incoming hard copies, as follows: providing a registry number, listing them in the Incoming Registry, indicating a due date for response, allocating the Team Coordinator and Reviewers as verified by the Project Director.
	+ Providing a copy to the Project Director for distribution of documents/ letters to the responsible Engineer assigned for review.
	+ Generate and maintain the document registration ensuring updated daily.
	+ Finalization of drafts in Aconex by making sure the necessary documents is attached to it before Project Director’s signature.
	+ Responsible for processing/sending all outgoing documents through Aconex, providing a system-generated number, registering sent documents on the Incoming Registry as a reply.
	+ Printing of final hardcopy of outgoing correspondence after sending and preparing it for Project Director’s final signature.
	+ Generating overdue transmittals via Aconex and preparing them together with the other correspondence types that will be due and are overdue that are listed in the Incoming registry for distribution to the corresponding secretaries and their managers every Thursday.
	+ Prepare overdue and outstanding list every Tuesday for the Project Director.
	+ Changing status of Document in Aconex as per Engineer’s Design/ Documentation Review

**Project Work Details:**

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| **Project** | **:** | **Rawdhat Abudhabi UAE** |  |
| **Client** | **:** | **Reem Developers** |  |
| **Position** | **:** | **Document Controller** |  |
| **Duration** | **:** | **July- 2008 to Jan-2011 (Project)** |  |
| Coordination with Reem Developers, Hyder Consulting Middle East, Haj, National | Construction |
| Company, Delma Eng.& Eagle Eng. Etc. |  |

**Nature of Works:-**

* To receive all incoming Correspondence and Record the same.
* To dispatch all out going correspondence.
* Updating all Official files by manual and computer Programme application.
* To receive all inspection request, Daily work programme, Daily site report and filling in a proper order.
* To maintain copies of all important documents, drawings and prepare a proper filling system.
* Verification all the survey reports, installation templates sheet and Data Entry according to the ADDC Data Base.
* Arrange all the survey sheets, Installation template sheets, inspection request by sector wise or date wise and making proper filling system.
* Arrange all Office related documents by date wise or Ref no according to the filling list sequence.
* Maintain a hard copy register/ Electronic database related to document receiving, tracking, transmittal, imaging for archives, reproduction and distribution for Correspondence and Drawings.
* Manage and maintain electronic Document Control System in accordance to lifecycle of each document.
* Distribute documents according to distribution matrix as per Company requirement.
* Follow-up required responses or feedback to documents/ drawings or any other documentation.
* Perform other ad-hoc duties as assigned by the management.
* Receive all inspection and testing request (ITR), Material Submittals, Drawings, and Document Submittal &Request for Information (RFI) from all sites and distribute to all according to the distribution list.
* Updating & maintain all controlled copy drawings & document and distribute to all according to the distribution list in proper sequence.
* Follow up all approval documents from the respective person which was submitted from the Client for approval.
* Maintain proper filling order for all inspection and testing request (ITR), Material Submittals, Drawings, Document Submittal &Request for Information (RFI) from all sites in different sections order.
* Update &register all inspection and testing request (ITR), Drawings, Material Submittals, and Document Submittal &Request for Information (RFI) from all sites according to the computer programming application.
* Maintain the log for all sites concrete casting & cube crushing & test report details according to the computer programme application and updating the same.
* Scan all incoming documents and arrange it as electronic copy for archiving.
* Arranging time sheet of all the staffs during the weekend.
* File documentation and convert to electronic using **File Net** software. (E-construction)

**Work Details:**

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| **Projects** | **: All Projects (Mixed-220 Projects)** |
| **Company** | **:** | **Ewan Architectural and Engineering Co. (Head office Abu Dhabi UAE)** |
| **Position** | **:** | **Document Controller** |
| **Duration** | **:** | **Jan-2004 to June-2008 (Head Office)** |

**Nature of Works:-**

* Responsible for monitoring the receipt, control and distribution of all incoming / Out going documents.
* Independent correspondence, documents distribution and filing.
* Organize meeting – scheduling and coordinating.
* Preparation of minutes of meeting.
* Preparation of monthly and weekly reports
* Define a document filing system to enable rapid access of all company documents.
* Establish and Maintain a Centralized System for the control of company correspondence.
* Maintain up to date Database Register showing document details and revision status.
* Establish a Distribution Matrix for allocating controlled copies of documents as necessary to Company staff or Organizations (Client, Contractors, Sub-Contractors, Suppliers, etc.)
* Logging of all Correspondence, Drawings, Procedures, Standards, Specifications, Vendor Drawings, Purchase Orders, Data Sheets, Manuals, etc. and generate internal transmittal for internal circulation of the same.
* Co-ordination and control of Engineering Documentation, QC Documentation (Inspection Records), Suppliers Documentation, Subcontractors Documentation with Client/Contractor as well as internal review approval of Subcontractors documentation.
* Check the content of the document against the transmittal list and receive it (by stamping with received date).
* Enter or record it in the database/document register.
* Check the document issue status (Issued for Approval, Information, Design, and Construction). Issue to the concerned through Internal Transmittal (as per distribution matrix or as marked by concerned manager) accordingly.
* Ensure that acknowledgement of receipt is received from all addressees.
* File the transmittal in incoming transmittal file.
* File documentation and convert to electronic using **File Net** software. (EDMS,)

**Work Details:**

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| **Company** | **: Al Thamer Group (*Engineers & Architects*)-Tehran-Iran** |
| **Position** | **:** | **Document Controller** |
| **Duration** | **:** | **2003 January to December 2003** |

**Nature of works**

* To receive all incoming Correspondence and Record the same.
* To dispatch all out going correspondence.
* Updating all Official files by manual and computer Programme application.
* To receive all inspection request, Daily work programme, Daily site report and filling in a proper order.
* To maintain copies of all important documents, drawings and prepare a proper filling system.
* Arranging time sheet of all the staffs during the weekend.
* Verification all the survey reports, installation templates sheet and Data Entry according to the Local Authorities Data Base.
* Arrange all the survey sheets, Installation template sheets, inspection request by sector wise or date wise and making proper filling system.
* Arrange all Office related documents by date wise or Ref no according to the filling list sequence.
* Scan all incoming documents and arrange it as electronic copy for archiving.
* Maintain a hard copy register/ Electronic database related to document receiving, tracking, transmittal, imaging for archives, reproduction and distribution for Correspondence and Drawings.
* Manage and maintain electronic Document Control System in accordance to lifecycle of each document.
* Distribute documents according to distribution matrix as per Company requirement.
* Follow-up required responses or feedback to documents/ drawings or any other documentation.
* Perform other ad-hoc duties as assigned by the management.

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| **Personal Information:** |  |  |
| **Nationality** | **:** | **Indian** |
| **Sex** | **:** | **Male** |
| **Date of Birth** | **:** | **1980** |
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| **Visa** | **:** | **Transferable.** |
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