**CURRICULUM VITAE**

SALEEM

DOCUMENT CONTROLLER (EDMS)-MOBILE SHELVE-ARCHIVE SPECIALIST

MOBILE NO.00971 50 475 3686

DUBAI, UAE

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## OBJECTIVE

To Perform Dedicated & Devoted Duties and Complete the Assignments Towards Organization Growth & Development through Utilizing Positive Approach & Best Ability within my Activities and Responsibilities.

## SYNOPSIS

A competent professional with an experience of over 15+ years in handling Documents Control System EDMS.

## KEY STRENGTHS

* Good Team Player
* Sound knowledge of electronic data management systems
* Awareness of all relevant corporate and project procedures.
* Knowledge of control of document
* knowledge electronic filing systems
* Knowledge in mobile shelving archiving

## EDUCATIONAL BACKGROUND

Higher Secondary (HSC) Tamil Nadu – India

## COMPUTER AWARENESS.

Good working knowledge of MS Office (Word, Excel, PowerPoint & Access), MS Outlook &
Acrobat Reader (PDF)

## OTHER CERTIFICATIONS

* Toptech Computer Education – 3 Month Course in Diploma in Micro Soft Office in June 2000
* Dubai Institute of Business Management – Administration & Office Management in Nov 2009
* Dubai Institute of Business Management – Electronic Documentation Management System in June 2010
* Overseas AstCo.LLC – General Health & Safety Awareness Training”- (Level: HS01) – In 15 June 2013
* Euro link Safety – Basic Fire Fighting/Fire Warden – In 26th April 2014
* First Aid International – Emergency First Aid Including CPR&AED Course – 06th March 2019

## PROFILE SUMMARY

* Capture for bringing documents into the system
* Method for Storing and archiving document
* Indexing and Retrieval tools to locate documents
* Distribution for exporting documents for the system
* Security to protect documents from unauthorized access

## JOB RESPONSIBILITIES

## Dubai-based Company- 2003- to Till Dated

**Executed the following department works:-**

1. **QHSE DEPARTMENT**
2. **IMS DEPARTMENT**
3. **HR & ADMINISTRATION DEPARTMENT**

**Roles and Responsibilities:-**

**QHSE DEPARTMENT**

* Carry out various functions related to project document receiving & transmittal, safekeeping & maintenance in the Mobile Shelve Archiving
* Maintaining In charge of all documents received from projects& departments after close out
* Archiving of completed projects related documents like Letter, method statement ,As built Dossier, As built drawings, material submittal etc.
* Updating of Project files and department file Log Register with Hyperlinked
* Scanning in all relevant new documents-Kodak-Kofax Software
* Checking dispatch documents are accurate
* Responsible for maintaining hard copy information
* Issuing and distributing controlled copies of information
* Maintain and organize company / project /departments electronic document systems’ filing and records for easy retrieval and proper documentation within the corporate guidelines
* Ensuring all documents are as up to data as possible within electronic filing systems
* Electronically upload and download files to and from external
* Handle file drawings and documents by processing engineering drawing turnovers, Electronically Scanning document, and Maintaining data files
* Develop electronic filing and archive system and technical library for easy to issuance storage, retrieval and management of documents to internal and external customers
* Maintain proper organization and storage of documents and information
* Guarantees as a reliable source of information in terms of documentation, agreements and proper channels
* Provide advice on procedures of issue and methods in accessing the system
* Minimum number of year files record maintained
* Disposal of files to be deadline
* Adhere to all safety rules and regulations
* Security to protect documents from unauthorized access

**IMS DEPARTMENT**

* Initiated scanning of all files in the archive and disposing the hard copies after obtaining approval from respective HOD’s
* Receiving and archiving all project files {soft/hard} relating to closed projects and maintaining a log for all of them and making it available to respective project teams as and when required. Apart from project related various departmental files (viz., Accounts, Estimation, QA&QC, HSE, Commercial, Engineering, Plant, Procurement etc., are also archived) A log book is maintained for incoming & outgoing files from archive.
* Kodak-Kofax Software Capture for bringing documents into the system with batch and indexing bar coding.
* Distribution for exporting documents for the system
* Method for Storing and archiving document
* Maintenance of Project Documents Archives with Alphabetical Order wise Or Numerical Wise or According to Subject Matters, Or Others System with Making Labels and File in Sequence
* Document classification, sorting, filing, archiving and retrieval of document in accordance to project document indexing and filing systems
* Controlling Various Project documents as per ISO 9001: 2008 Standards
* Data storage, retrieval and archiving
* Prepares documentation for incoming & outgoing filing in the archives
* Deliverables Tracking (IDC) Transmittal Processing
* Monitor the distribution of sensitive documentation between departments and individuals in order to ensure it is tracked and received back
* Maintaining backup for distribution of daily internal/external mail and overnight package sends and distributes faxes/scans as required
* Filing and archiving of documentation to facilitate easy retrieval at a later date auditing preparing for audits

**HR &ADMINISTRATIONDEPARTMENT**

* Assisting office manager in upkeep of files relating GM’s Office
* Maintenance of project Contracts documentation
* Maintaining Original Project Contract Document {Client,Consultant,Subcontractor}
* Original Contract Document Scanning of Save to Acrobat Reader PDF in the server
* Sequential arrangement of records and documents pertaining to Project
* Updating of Contract Document Log Register with Hyperlinked
* Receiving Incoming Faxes and Distributing Internally & Externally, Sites & All Branches Office with Electronic Media
* Assigns Incoming Faxes printing Date and Stamps, Maintains the Master Files of All Incoming, Faxes & Outgoing Correspondence i.e. {Letters, Faxes and Memos etc.} and Logging into system with Reference numbers to Updating.
* Archiving the master faxes in chronological order in a designated space [‘-’ Drive] provided in the server (year & month, date wise)
* HR Department document and employees filing with systematic
* Employees Handing File’s Maintaining
* Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailing

## PERSONAL DETAILS

DATE OF BIRTH 09/04/1983

SEX MALE

PASSPORT DETAILS

 DATE OF ISSUE - 26/07/2012

 DATE OF EXPIRY - 25/07/2022

VISA STATUS EMPLOYMENT VISA -NOTICE PERIOD OF OCTOBER 20 END

LICENCE VALID U.A.E DRIVING LICENCE

NATIONALITY INDIAN

LANGUAGES KNOWN ENGLISH,URDU,HINDI,TAMIL,MALAYALAM ,SINHALA&

 I KNOW A LITTLE BIT ARABIC SPEAK&UNDERSTANING.

## DECLARATION

This is a true copy of my CV. Any further information regarding my testimonials, I will be highly obliged to present the same upon demand. References can be furnished upon request.