



SAJID SYED MOHAMMAD

POSITION:

Snr. Document Controller

PROFILE:

Professional with 9+ years experience in the construction & engineering – marine, buildings, Civil Contracting, Trading, Oil & Gas with basic qualifications in bachelor degree BCA and additional qualifications in IATA.

PHONE CONTACT:

+974-33617895

EMAIL ADDRESS:

sajidvkd2@gmail.com

DATE OF BIRTH

27 March 1982

PLACE OF BIRTH

Abu Dhabi, UAE

NATIONALITY

Indian

MARITAL STATUS

Married

RELIGION

Islam

LANGUAGES:

English, Malayalam, Hindi and Tamil, Arabic (Read & Write)

SNAPSHOT

- Self motivated proactive worker with the ability to work both, as a team player as well as an independent individual, in highly pressurized work environment.
- Special interest to take challenging and responsible works known or unknown, with high level of confidence and fulfill the matter at the entire satisfaction of management.
- Having exceptional interpersonal, communication and motivational skills.
- Ability to set and maintain high standards within the work environment as well as when dealing with clients and contractors.
- Possess excellent leadership, communication and inter personal skills that hence any assignment.

QUALIFICATIONS:

EDUCATION QUALIFICATION

- Bachelor's Degree – BCA from University Estd. by Madhya Pradesh Vidhansabha (MCRPV) Bhopal in 2004.
- H.S.E (Class X11) from Board of Higher Secondary Examination Kerala in 2001.
- S.S.L.C from Kerala Board in 1998.

Additional Qualifications:

COMPUTER ♦ Diploma in IATA ♦ Spoken English (Xplor Airline Training Academy- Cochin) March 2005.

IT SKILLS

M.S.Office ♦ Microsoft Outlook ♦ Wrench ♦ SharePoint ♦ ERP ♦ E-Room ♦ CMS Software (Log updating) ♦ Outlook Express ♦ Basics of Hardware ♦ Familiar with Internet & Email ♦ Adobe Photoshop ♦ Ulead ♦ ProshowGold & ProshowProducer (Editing) ♦ Software's & Windows Installation ♦ Good Typing speed English ♦ Teambinder ♦ PDF Converter ♦ Jpeg Converter.

WORK EXPERIENCE

1. CHALMERS ENGINEERING LLC, DUBAI - UAE (JAN 2015 – AUG 2018)
2. PETROBUILD WLL, DOHA – QATAR (MAR 2010 – JAN 2013)
3. AL NABOODAH CIVIL CONTRACTING LLC, DUBAI – UAE (JUN 2006 – MAY 2009)

WORK HISTORY

JAN 2015 – AUG 2018 CHALMERS ENGINEERING LLC, DUBAI – UAE & KOCHI, INDIA

Position: Document Controller / Administration (Jan 2015 – Feb 2016)

Feb 2016 – Aug 2018, Position: Snr. Document Controller

Project: BorWin-3 inside Dry Docks World.

RESPONSIBILITIES

- Circulation of incoming and outgoing documentation for review and information.
- Ensure documentation is numbered, stored and categorized, transmitted as per project standards.
- Ensure document quality and format is as per project requirements.
- Assist in search and retrieval of Project documentation throughout the life cycle of documentation.
- Preparing Material Submittals, transmitting drawings/documents to client.
- Maintain drawing register with Revisions.
- Segregate the Project Documents by Area / Discipline / System / Forms.
- Respond to queries regarding revision status of Issued Drawings / Documents from Engineering / Drafting Personnel.
- Maintaining files & documents for the efficient operation of the offices.
- Manual filing & computer documentation of all job related correspondence.
- Document Numbering for Material Submittals, Technical Queries.
- Distribution of documents to Project Teams & Discipline Engineers.
- Uploading documents & drawings in SharePoint & Wrench received from Clients.

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PASSPORT DETAILS:

Passport No. : P3250201

Date of issue : 25-10-2016

Date of expiry: 24-10-2026

Visa : Residence Visa

Visa Expiry: Feb 2020

EXTRA CURRICULAR

- ◆ Social Works
- ◆ Listening Music ◆ Driving
- ◆ Traveling ◆ Watching Movies
- ◆ Cricket ◆ Badminton
- ◆ Chess ◆ Volley Ball
- ◆ Caroms.

PERSONAL STRENGTH

- ◆ Leadership skills
- ◆ Optimism ◆ Hardworking
- ◆ Fast Learning ◆ Self-confidence

VALUES

- ◆ People First
- ◆ Excellence in Service
- ◆ Honesty
- ◆ Team Spirit
- ◆ Efficiency
- ◆ Creativity and Innovation

VISION

Healthy, Happy and Safe Community

- Tracking the register for Transmittals, Incoming, Outgoing Documents.
- Submitting Weekly, Monthly Reports & Minutes of Meeting to the Contractor / Client.
- Document Updating in Wrench & SharePoint.
- Giving Task to the correspondence for uploading Drawings, Material Submittal, TQs, RFQs through Wrench & SharePoint.
- Preparing Material Submittal, Technical Queries as per the requirements.
- Coordinating with Project Team & Discipline Engineers for the submittals.
- Preparing Transmittals for the submission to the clients.
- Preparing Job Cards & Commissioning Procedures as per the requirements.
- Uploading documents to client through E-Room, FZ, Hightail.
- Updating Client Comments & Approval Status.
- Preparing Final Dossier on closing stage of projects and submitting to Client.
- Making request for Gate Pass & Training for the peoples and submitting to Contractor for approvals.
- Preparing & arranging leave applications through ERP of project Teams.
- Coordinating with the staffs & arranging vehicles as per their requirements.
- Arranging stationery & kitchen items to the Project Office.
- Checking, verifying the bills and Claims to Accounts with the approval of Project Manager.
- Submitting the Bills through SharePoint to Accounts Dept.
- Coordinating with Accounts for Petty Cash after bill submittal.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

MAR 2010 – JAN 2013

PETROBUILD WLL, DOHA - QATAR

Position: Document Controller

Project: Supplying & installing in various projects (Building Materials)

RESPONSIBILITIES

- Ensuring that submittals are made on time and as per project requirements.
- Ensuring that all enquiries are received and quotations sent on time.
- Sending enquiries to our principals.
- Sending Quotations to Contractors.
- Read and analyze incoming memos, submissions, enquiries, quotations and reports in order to determine their significance and plan their distribution.
- Receiving emails and distribute to the concern departments through MD.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Supervise and train other clerical staff.
- Handle telephone calls including responding to customer requests.
- Ensuring that all weekly reports are received and given a copy to M.D. all reports must be checked to ensure that they are updated weekly and not just copied.
- Soft copies to be made for and updated regularly with copy to M.D.
- Making backup twice in a week.
- Drafting letters and emails to M.D
- Arranging to send couriers as per requirement.
- Directs visitors by maintaining employee and department directories; giving instructions through HR / MD.
- Maintaining effective records and administration.

JUN 2006 – MAY 2009**AL NABOODAH CIVIL CONTRACTING LLC, DUBAI - UAE****Position: Document Controller in QA/QC Dept.****Project: Jebel Ali Al Makthum International Airport Runway & Infra structures, Aprons and Taxiways & Miscellaneous (DUBAI WORLD CENTRAL PHASE1)****Client: Dubai Civil Aviation, Consultant: DAR - AL – HANDSAH****Project: Dubai International Airport (Phase II) Expansion Works****RESPONSIBILITIES**

- Maintaining ISO Level Documentation system.
- Creating and Updating Electronic copy.
- Registering Incoming / Outgoing Documents.
- Creating databases and setting up filing systems.
- All type of files (Hard & Soft copies) keeping.
- Preparing Weekly Monthly Reports, Test Reports, Daily Report.
- All Submittals to Client and Consultants. (Inspection Request, Material Submittal, Shop Drawing, Site Clarification, Work Notification, Subcontractor's Approval Request, Document Submittal, Method Statement, Close outs etc.)
- Submitting Daily Work Report to LAB.
- Monthly submitting Test Report Submittal to Material Engineer (Consultant).
- Updating Tracking Schedule of All Correspondence.
- Updating the status of the Submittals.
- Tracking & filing NCR raised by the QA/QC Engineers.
- Supporting and Coordinating with Site Engineer's and sub contractors.
- Distribution of documents & drawings to site for construction.
- Co-ordination with Site office, Site Engineer's, LAB, Consultant office (DAR), Sub contractors.
- Filing all correspondence documents and submittals.

DECLARATION:

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

SAJID SYED MOHAMMAD
DOHA, QATAR

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