



SUMMARY OF PROFESSIONAL EXPERIENCE

Mr. Mohamed Riswan is working as a **Document Controller** along with 06 years Professional extensive experience in all aspect of Documents Control and Management, Materials Documentation and Management with a sound knowledge in using **Aconex Online Document Control System (Online Project Management)**. He has proficient interpersonal skills; highly useful when working with different types of personalities, hardworking and dedicated to work. He is highly trainable and deeply motivated.

EDUCATIONAL QUALIFICATION

- Successfully passed G.C.E (Ordinary Level) Examination 2002 / 2003

PROFESSIONAL QUALIFICATION

- Certificate in Computer Application Assistant at Pebbles Academy.
- Diploma in ICT at IDM Computer Studies (Pvt) Ltd.
- Certificate of Completion in Aconex Online Document and Web Collaboration Solution.

KEY SKILLS

- Advance user of MS Office Products, Share Point, and Adobe Products.
- Typing speed is >= 65-70 WPM & Accuracy 100%.
- Familiar with Online Document Control System (**Aconex**) & Work share.
- Strong team player.
- Flexible and reliable working approach.

WORKING EXPERIENCE

2017 to 2019 - Data Entry Operator -Yara Travels (Pvt) Ltd

- Prepares source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.
- Records data by operating data entry equipment; coding information; resolving processing problems.
- Protects organization's value by keeping information confidential.
- Accomplishes department and organization mission by completing related results as needed

2015 to 2017- Document Controller - DAR Design & Architecture bureau, Dubai (UAE)



- Establishing, Implementing, Documenting & Maintaining an Efficient Document Management System that suits the company's business.
- Responsible for the electronic document management system.
- Plans, organizes, and implements systems for efficient document processing of all communications, the Contractor documents, design documents, construction documents or other internal or external documents.
- Supports the receipt, tracking, and monitoring of documents through the use of standard document management programs to register documents, maintain databases, and produces logs, transmittals, and other reports as required.
- Produce requests for design drawings and monitor receipt of drawings.
- Control of drawings: checking in, quality check, transfers and return to client.

- Downloads documents through a workflow from ACONEX for review and uploads back once reviewed by Engineers.
- Uploads documents to ACONEX to maintain records.
- Coordinate all activities related to the Document Control procedure, including technical RFIT, MDS, documents, Shop drawings, and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date. Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Generate the various document control reports as required.
- Typing of site documents, and follow up of all the site needs
- Maintain the files and control logs as required by the project.
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.

2012-2014- Document Controller cum Admin- Louis Berger
Qatar Foundation Education City Project-Doha, Qatar



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- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Maintain the files and control logs as required by the project.
- Attends meetings and prepares Minutes of Meetings.
- Prepares and sends correspondences requested.

PERSONAL DETAILS

Nationality : Sri Lankan
Passport No : N7321012
Date of Birth : 18th February 1986
Languages : English (Very Good), Tamil (Native) & Sinhala (Very Good)
Visa Status : Transferable Visa with NOC

I hereby declare that the above given particulars are true and correct to the best of my knowledge.

M.J. Mohamed Riswan
15 June 2019