# MOHOMED FAROOQUE KHAIRADI
## Document Controller

I am flexible in accepting the necessary role, circumstances and can adapt to new environment. And can work independently and institute creative improvements to allow better management workflow. Through My experience already established and maintained productive communication with clients, all levels of management and fellow employees.

### Document Controller, Lusail Expressway in Doha Qatar, CDM Smith Inc., April 2015-Present.

Duties and responsibilities include the following:

- Responsible for all the issues and services related to Document Control and Project Document Management System.
- Follow and coordinate all activities related to the document control procedure, including submission of technical deliverable documentation and correspondence.
- Electronic scanning of documents for distribution as PDF digital copies to designated recipients and uploading via the internet-based document system.
- Stamping, registering, copying, distributing, and transmitting the documents.
- Downloading and circulating the documents from the Contractor,, design consultant, and/or from the internal departments; and ensure to copy or upload the documents to the specific local folders, server or URL (e.g. server or URL assigned by PM consultant, so that all parties involved in the project will be able to access the documents via SharePoint, Documentum).
- Assigned to forward or upload the Non-Conformance Reports (NCR), Corrective Action Request (CAR) to the contractor and or from PM consultant and ensure to update the registers.
- Keep records and filing systematically for all the hard copy documents stored in the document room for quick and easy retrieval of information when needed.
- Compile, check and generate lacking documents before uploading to the internet based document system or manually sending it to contractor.
- Submit weekly and monthly status reports for information and records.
- Replacing old with new revision and stamping superseded documents.

### Prior to CDM Smith

### Document Controller, Leighton Middle East Contracting, KSA, October 2013 to March 2015.

Duties and responsibilities include the following:

- Monitor all in-coming Transmittals through (Project Online and Intesca Documentum), Quality checks (numbering, revisions and titles) on acceptance register documents and drawings.
- Ensure that the latest drawings are filed and the superseded drawings are removed from the current stick file and place on the superseded drawing Stick Files; ensure all Superseded drawings are stamped superseded.
- All new issues must be stamped with the controlled copy stamp and the date stamp all mandatory.
- Coordinate all printing request through the document controller.

Farukh_kha@yahoo.co.in

0097430824609

00919423526526

### Education

Bachelor of Science II , from Shivaji University Kholapur October 2000

### Registration

Microsoft Certified Professional:

(SQL Server 7.0 – No. G82Y0I7559)

(Windows 2000 – No. H42SYD0528)

Windows 2000 Server – No. HC7SYD0035

NIIT ( Impleting A Database Design Using Microsoft SQL Server 7.0 (No. 9A3800131)

### Years of Experience

Total:
10 years 10 Months

With CDM Smith:
1 year 9 Month.

### Nationality

Indian

- Coordinate all drawings, shop drawings and documents Issued For Review to the concerned team, distribute to third party as directed by the Project Manager and his delegate, monitor due dates and expedite.
- Prepare Weekly Reports to Project Manager on all new issues, outstanding issues and overdue, provide additional Reports as requested by the Project Manager.
- Attend weekly document controllers meetings and training organized by the Document Control Manager from Client.
- Perform regular Audit on site construction drawings to ensure latest revisions are at point of use with sub –contractor

### Document Controller, Sterling and Wilson Middle East Group, KSA, February 2011 to September 2013.

Duties and responsibilities include the following:

- Monitor all in-coming transmittals through (project online and Intesa documentum), quality checks (numbering, revisions and titles) on acceptance register documents and drawings.
- Ensure that the latest drawings are filed and the superseded drawings are removed from the current stick file and place on the superseded drawing stick files; ensure all superseded drawings are stamped superseded.
- All new issues must be stamped with the controlled copy stamp and the date stamp all mandatory.
- Coordinate all printing request through the document controller.
- Coordinate all drawings, shop drawings and documents issued for review to the concerned team, distribute to third party as directed by the project manager and his delegate, monitor due dates and expedite.
- Prepare weekly reports to project manager on all new issues, outstanding issues and overdue, provide additional reports as requested by the project manager.
- Attend weekly document controllers meetings and training organized by the document control manager from client.
- Perform regular audit on site construction drawings to ensure latest revisions are at point of use with sub -contractor

### Document Controller, Al Habtoor Leighton Group, Abu Dhabi, UAE, February 2010 – February 2011.

Duties and responsibilities include the following:

- Setting up and Implementing Aconex (EDMS) across the Zayed University Project, covering all Design Consultants and Sub-Contractors.
- Liaise with Construction team, Parsons (Project Manager), Design Consultants and HMR team to ensure that the quality of documentation complies with the project quality plan.
- Develop and update procedures in accordance with project work requirement and implement procedures to all users on the Project.

- Responsible for the Aconex project Training and assist with registration for all companies.
- Perform monthly Audits on the site document controllers and regular audits on Aconex to ensure compliance.
- Manage 5 Document controllers at site, currently 2 filling clerk based in main offices across the site and 3 based in the Central document department.
- Monitor all incoming transmittals for central campus, perform Quality check on acceptance register documents and drawings in Aconex
  Coordinate all printing requests and reconcile monthly print invoices
- Run weekly document control meeting covering previous week's issues and work through improvements.
- Prepare Monthly reports to client on all Submittals, RFIs, Design Change Request (DCR), Specification Change Notification (SCN) & Design Development Change Notification (DDCN)

**Document Controller, Al Habtoor Group, Dubai UAE, March 2006 – January 2010.**

Duties and responsibilities include the following:

- Implement integrated Electronic document management system (EDMS) using Document Tracking log for all HLG Contracting projects including Consultants/ Contractors within Dubai.
- Ensures uninterrupted quality document control services are provided to all users.
- Develops and updates procedures in accordance with project work requirement and monitor implementation of procedures by all users in the organization.
- Create new user accounts and liaise with Document tracking log to invite new companies to provide trainings as and when required.
- Setting up the documentation requirement for the project.
- Implement and monitor the use of various form set ups among the project team members (i.e.) consultants & contractors.
- Effective use of network package Document Tracking log, Controlling, monitoring and Filing/ Archiving of various Documents.
- Coordinating with Consultants and Contractors on various outstanding issues on a weekly basis

**Computer Operator, Prominent Technology Pune, India, January 2004 to December 2004.**

Duties and responsibilities include the following:

- Backend Support
- Data Entry Quality Control Typing All Kind Of Documents/ Correspondences

**Data Entry Operator, Suma Soft Pune, India, January 2004 to December 2004.**

Duties and responsibilities include the following:

- Backend Support
- Data Entry Quality Control Typing All Kind Of Documents/ Correspondences

## Technical Specialization

MS Office (Word, Excel & PowerPoint), Adobe Acrobat (Reader & Writer) Bluebeam

EDMS: Aconex, SharePoint, Documentum and Document Tracking Log



- MCP SQL SERVER 7.0
- MCP WINDOWS 2000 PROFESSIONAL
- MCP WINDOWS 2000 SERVER.

## Training Courses Attended:

- Aconex – In Zayeed University Abu Dhabi.
- Share Point – Ashghal Doha Qatar.
- Documentum - Ashghal Doha Qatar.
- Data Processing – Suma soft Technology and Prominent Technology Pune India.

## Languages

English – Excellent

Hindi – Excellent

## Personal Profile:

Name: Mohomed Farooque Khairadi.

Date of Birth: 18-06-1978

Religion: Islam

Sex: Male

Marital Status: Married

## Passport Details:

Passport Details:

No J3412559

Place of Issue: Pune

Date of Issue 28-01-2011

Date of Expire 27-01-2021

I would like to bring your kind notice that all the above furnished details are true to the

best of my knowledge.

Date:                    Place:                    (**Mohomed Farooque Khairadi)**