



Mohamed Ibrahim Mohamed Faheem



Senior Document Controller / Document Controller



Doha, Qatar



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CAREER OBJECTIVE

06 year's experience in **senior Document Controller, Document Controller and Document Specialist** Looking for a position as in same field where my experience and knowledge can be utilized to the fullest as well as the betterment of the organization. I always endeavor and believe in putting all my efforts to achieve the best results for whomever and working as a team member

PROFESSIONAL EXPERIENCE

Company : RR Donnelley Outsource (Pvt) Ltd. 11 Nov-2013 to 10 Oct-2017
Address : **Level 33, East Tower, World Trade Center, Echelon Square, Colombo-01.**

Project : BCG (Boston Consulting Group)
Job designation : **senior Document Controller**

Duties & Responsibilities

- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare ad-hoc reports on projects as needed
- Ensure efficient and effective document control system on client project site
- Coordinate with all project parties to ensure timely reports' completion and compilation
- Ensure appropriate archiving of project documents
- Coordinate with head office for reporting and follow up

Project : **OSM (Offshores Sri Lanka Mix)**

Job designation : **Document Controller**

Duties & Responsibilities

- Exposure in Engineering design office, experience in leading a small group of Document Controllers, managing Site Document Control team, in addition to the execution of my own document control duties.
- I am responsible for the effective and efficient document control of all engineering documents, in accordance with the established procedures.
- Ability to plan, organize, lead and coordinate the Document Control function within our multidisciplinary Engineering group, in order to meet the needs of the projects, proposals and Company's quality requirements and timely deadlines (milestones).
- Register, log, distribute, track, issue, maintain and control office and site project documents and drawings.
- Coordinate the activities of Document Control, including distribution of documents, tracking and reporting on document review progress.
- Assist with the implementation, management and administration of the electronic document management system.
- Perform document control & Quality management activities.
- Maintain procedures for maintaining documents and manage change control of documents.

Company : **Gamma Pizzakraft Lanka (Pvt) Ltd.**

02 Feb-2011 to 05 May-2012

Address : **55/25 Vauxhall Lane, Colombo -02**

Position : **Document Specialist**

Duties & Responsibilities

- Performs the necessary filing.
- Assists in documentation control.
- Performs all computer operation/encoding as instructed by my immediate superior.
- Assist in preparing and managing documentation internally/by subcontractor
- Ensure accessibility, traceability and accuracy of documents
- Control workflows management and documents distribution
- Organized and maintained paper and computer filing systems.
- Prepared long-term storage boxes to meet project documentation requirements after completion.
- Developed and implemented several customer service systems, including customer rebate program and dispute resolution system.

EDUCATIONAL QUALIFICATION

- ❖ Completed **BA Economics** in Madurai Kamaraj University (Pending Certificate)
- ❖ Successfully completed **Diploma in Information Technology** (1 year) conducting by British informatics of computer technology.
- ❖ Successfully completed **Data Entry Operator** (6 Month) conducting by National Apprentice and Industrial Training Authority
- ❖ Successfully passed **G.C.E. Advanced Level** in the Commerce stream with, Business Studies, Political science and Economics.
- ❖ Successfully passed **G.C.E. Ordinary Level**.

LANGUAGE

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|-----------|--------|
| • English | Fluent |
| • Tamil | Native |
| • Sinhala | Fluent |

KEY COMPETENCIES AND SKILLS

- Proven decision making skills & the ability to work well in a team
- Able to react quickly and effectively when dealing with challenging situations.
- Assisting departments with queries on documentation requirements & submissions.
- Data organization and storage knowledge

COMPUTER SKILL

- Microsoft Office (Proficient in Excel, Word, Power Point, Access)
- Good knowledge in Internet And E-mail & E-Commerce
- Knowledge of Electronic Document Management Systems (EDMS)

PERSONAL PROFILE

FULL NAME	: Mohamed Ibrahim Mohamed Faheem
NAME WITH INITIALS	: M.I. Mohamed Faheem
DATE OF BIRTH	: 20th Feb 1989
NATIONALITY	: Sri Lankan
MARITAL STATUS	: Single
GENDER	: Male
PASSPORT NO	: N6844482
VISA STATUS	: Transferable Visa with NOC
DRIVING LICENSE	: Valid Sri Lanka

DECLARATION

I hereby declare that all the above information's are true and correct to the best of my knowledge.

M.I. Mohamed Faheem