

# Curriculum Vitae

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## PERSONNAL SUMMARY

Over **10** years' experience in A Sr. Document Controller/Secretary with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of: electronic data management systems, supplier document controls, electronic filing systems, final handover and also technical library (inc. codes and standards) etc.

## WORK EXPERIENCE:

- Company : **JOANNOU & PARASKEVAIDES (OVERSEAS) LIMITED (J&P)**
- Project : **THE KING ABDULLAH BIN ABDULAZIZ'S PROJECT**
- Location : **Saudi Arabia , Riyadh (Durma)**
- Client : **MINISTARY OF INTERIOR**
- Designation : **Sr. Document Controller/Secretary**
- Duration : **Jan 2017 – April 2019.**



Ministry of Interior  
Kingdom of Saudi Arabia



- Company : **MUHAIIDIB SIX CONSTRUCT COMPANY**
- Projects : **KING ABDULLAH SPORT CITY PROJECT & GPYW (General Public Youth Welfare)**
- Location : **Saudi Arabia , Jeddah**
- Client : **SAUDI ARAMCO**
- Designation : **Sr. Document Controller/Secretary**
- Duration : **May 2012 – July 2016.**
- Approvals : **Aramco Approved Quality Document Controller**  
(Transmittal Number: KASC-XX-PM-QA-MSX-GDO-XX-094930-A)



- Company : **AL MUHAIDIB CONTRACTING COMPANY**
- Project : **CONSTRUCTION OF PUBLIC HOUSING**
- Location : **Saudi Arabia , Yanbu**
- Client : **ROYAL COMMISSION FOR JUBAIL & YANBU**
- Designation : **Document Controller**
- Duration : **May 2009 – April 2012.**



- Company : **QWIKI NET PVT LTD**
- Location : **Chennai , India**
- Position : **Secretary**
- Duration : **Jan 2007 – April 2009.**



Responsible for establishing and maintaining a effective document control systems. Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties.

➤ **SDMS (Site Document Management System)**

A document management system (DMS) is systems (based on computer programs in the case of the management of digital documents) used to track, manage and store documents and reduce paper. Most are capable of keeping a record of the various versions created and modified by different users (history tracking).

➤ **PCM (Primavera Contract Management).**

Primavera Contract Management from Oracle is a document management, job cost, and project control solution that increases the efficiency and speed of construction project management while reducing schedule delays and risk. Powerful Dashboards and Reports.

**DUTIES & RESPONSIBILITIES:**

- Responsible for all Documentation and Filings.
- Follow-up of documents transfers & approvals.
- Storing and sharing all computer files of the documents.
- Preparation of Reports (daily, weekly and monthly) by coordinating with construction team.
- Making travel arrangements and hotel reservations for guests & foreign delegates.
- Creating Forms in MS Excel & Word.
- Preparing Organizational Charts.
- Coordinating with the Project Management team on all Projects for various reports Generation.
- Work closely with the Project Managers and the Document Controller of the Core Team in delivering the general document management service.
- Perform other duties related to the job as assigned by the Department Head.
- Huge printing & filing jobs are done as required by the project.
- Maintaining a tracking facility to enable documents to be updated easily. Scanning in all relevant new documents.
- Distributing the approved shop drawings and construction drawings to all departments, as per of the drawing matrix.

- To perform regular audit on project documents in order to ensure that all documents are properly maintained and forwarded to the action parties.
- A document controller is responsible for document controlling. Before submitting a document, a document or file must first be checked and approved. This is the task of a document controller that all files submitted are approved by the person in charge.
- Effectively follow the company's standard operating procedures in submissions of documents.
- To file all project documents : project wise, date wise, subject wise, sender wise with sequence.
- Issuing and distributing controlled copies of information.
- Managing and maintaining a Document Control System.
- Manages Log for Incoming/Outgoing correspondence, Document Submittals & Document Transmittals.
- Arrange and prepare copies of documentation for meetings, distributes meeting minutes.
- Keep log of staff working hours day-to-day and prepare timesheets.
- Maintain office consumable supplies.
- Perform other duties related to the job as assigned by the Department Head.
- To ensure that all documents are well checked and submitted on time
- Keeping files (Documents and Drawings)
- Typing memos, correspondence, certificates and other documents.
- Collecting, sorting and distributing documents.
- Preparing important enquiries and project files.
- Preparing company documents for shipment services.
- Maintaining the master files and company files.
- Receiving letters, circulars and other documents.
- Photocopying of all administrative documents for distribution & filing.
- Generally, managing the office in the absence of Manager.
- Responsible for maintaining hard copy information.

#### **KEY SKILLS AND COMPETENCIES**

- Strong IT, database and communication skills.
- Experience with document control packages such as site.
- Excellent interpersonal skills and a professional telephone manner.
- Maintains the latest version of all documents and keeps them in orderly manner.
- Able to react quickly and effectively when dealing with challenging situations. Assisting departments with queries on documentation requirements & submissions.

**TECHNICAL EDUCATION:**

- Windows XP and Vista and Windows-7
- MS-Office 2003, 2007 and 2010
- Tally 9

**ACADEMIC PROFILE:**

- College : Muslim Arts College
- University : MS University.
- Profession : B.B.A (Bachelor of Business Administration)

**PERSONAL PROFILE:**

- Date of Birth : 06<sup>th</sup> June, 1985
- Marital Status : Married
- Gender : Male
- Language Known : Tamil, English, Hindi, Arabic, Malayalam

**DECLARATION:**

I hereby declare that the given information is true and correct to the best of my knowledge and belief. I hope you will find me a suitable candidate for the subject position.

Date:

Regards,

Place:

**(SYED ALI ABDUL RAHEEM)**