

CURRICULUM VITAE

Name : Mohammadh Kiyas Mahroof

Mobile No : +974 30942633

Email : kiyas0091@gmail.com

Visa status : Transferable Work visa with NOC

Country : SRILANKA

Graduated in Business Information System



POST OF: SENIOR DOCUMENT CONTROLLER / ADMINISTRATION OFFICER

CAREER OBJECTIVES

To be leading professional in the field of Document Controls and Administration able to tackle industrial problems in the abovementioned fields with innovative plans and creative new developments with other team members

Languages Known- English, Tamil & Malay

WORK EXPERIENCES (04 years)

Qatari Diar - Construction Product Company (QD-CPC)

Worked as an Senior Document Controller

- Registering all incoming and outgoing correspondences, MoMs, Drawings & technical submittals
- Maintaining a register of all incoming and outgoing mail, stamping and recording of mail before circulating for distribution to the Project Manager as set out in BMS Project Communication and Document Control and BMS Site Supervision Quality Procedures or Project Specific
- Communication and Document Control procedures
- Responsible for Control/Track/Issue of complete project documentation such as incoming and outgoing correspondence, site instructions, change orders, NFC, RFI, CVI,RFM, Letters, staff daily report, Submittals and other forms of pertinent documents from the client and subcontractors (including Atkins internal documents)
- Responsible for receiving, logging and distributing all technical documents and assisting in coordination and monitoring of administrative activities to facilitate and expedite the work flow.
- Set up/assist document control filing system
- Maintaining all files within the Filing Department
- Opening new files in accordance with PQP for each new project
- Maintaining all tracking records and ensuring that they are initialed when a file is taken from the filing room
- Chasing up each individual for return of files
- Maintaining all Tender Documents and ensuring originals are not take from the filing room
- Keeping all files in a tidy condition
- Collecting faxes regularly, recording and sending for distribution to the individuals concerned, photocopying fax if it is marked for someone's urgent attention and sending them accordingly with a copy to the Project Manager/Line Manager
- Implement and maintain a coordinated and consistent filing system; ensure that all filing is up-to-date and in accordance with QSE procedures
- Update drawings in accordance with Drawing Register
- Follow-up with team members and others for "open" status items to be closed down
- Maintain Project Documentation as per ISO standards

Sam Hath Engineering Constructor

Worked as an Administration Officer

- Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation.
- Provides assistance and support to the office principal in problem solving, project planning and management, and development and execution of stated goals and objectives.
- Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.
- Oversees and facilitates resources management and administration procedures and documentation for the principal.
- Performs research and analysis on specific issues, as required, and independently prepares non-routine letters and/or reports, which may be highly sensitive and confidential in nature.
- Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.
- Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate.
- Coordinates the disposition and/or resolution of individual problems and disputes involving faculty, staff, students, and/or members of the general public, as they arise.
- Oversees the operation of office accounts, and plans and monitors expenditures; as appropriate, develops and/or coordinates budgets for the office and associated accounts.

Acepack Venture Sdn Bhd, Malaysia

Trainee while in University

Worked as an Administration Officer

- Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office
- Operation. Provides assistance and support to the office principal in problem solving, project planning and management, and development and execution of stated goals and objectives.
- Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.
- Oversees and facilitates resources management and administration procedures and documentation for the principal.
- Performs research and analysis on specific issues, as required, and independently prepares non-routine letters and/or reports, which may be highly sensitive and confidential in nature.
- Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.

KEY STRENGTH

- Interest and knowledge of the Document Controller and Administration work
- Able to learn new thing within short term
- Achievement of ideal target through implementing new Document and blueprint
- Making valuable decisions through the research and analysis for the ideal goal and implement the prospective plane.
- Proficient in Microsoft Office MS Excel, Word, Outlook and PowerPoint.
- Excellent in oral and written communication and Interpersonal skills.
- Fast learner, goal oriented and ability to work under pressure.
- Goal oriented and well trained, hardworking and a good team player.
- Able to function in an independent as well as team-oriented environment, self-motivated; dedicated; reliable; enthusiastic; resourceful and creative problem solver.

EDUCATIONAL BACKGROUND

- **Graduated in Business Information System**
(University College of Islam Melaka, Malaysia)
- **Certificate in Information Technology**
(College of Management and Technology.)
- **Certificate in Human Resource Management**
(College of Management and Technology.)
- **Certificate in Applied English**
(College of Management and Technology.)
- **Passed G.C.E (A/L) Examination**
(Srilanka government)
- **Passed G.C.E (O/L) Examination**
(Srilanka government)

PERSONAL DETAIL

✎ Name in Full	: Mr. Mohammadh Kiyas Mahroof
✎ Date of Birth	: 15-Dec-1990
✎ Marital Status	: Single
✎ Country	: Srilanka
✎ Religion	: Islam
✎ Gender	: Male
✎ Passport No	: N2756150

I do here by declare that the particulars given above are true and accurate to the best of my knowledge.

You're truly
Kiyas Mahroof