



Designation: Document Controller

Organization: Azmeel Contracting Company and Branch of SinoHydro Co Ltd.

Duration: Location: 9-May 2016 To 31-Aug 2021

SDHOP Ajayal Project (Dhahran KSA).

Client: SAUDI ARAMCO KSA.

Job Responsibility: -

- Maintaining Construction drawings log and monitoring the schedules and regular updates of drawing racks. Checking the quality of documents & Monitoring processes.
- Teaming up with other documentation groups. Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence. Input document data into the standard registers ensuring that the information is accurate and up to date.
- Generate the various document control reports as required. Makes sure that controlled copies of the latest approved documents and drawings are given to the appropriate staff, subcontractors, and suppliers as applicable.
- Issuing and distributing controlled copies of information. Control and maintain project Records of incoming project documents. Responsible for maintaining hard copy information. Issuing and distributing control is of information.
- To maintain proper records for all documents whether inside or outside the company. Record keeping of received and sent letters to the various consultants and other contractors.
- Makes sure that controlled copies of the 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. Carry out various functions related to project document receiving and transmittals.
- Prepare facilities Handover Plan Documents O&M, Warranties, As-Built drawing, and Construction Inspection Records for Partial Mechanical Completion Certificate. Updated Incoming and Outgoing Transmittal log, Drawing log, RFI Log, Letter Log, and NCR log.

Job Profile:

Designation: Safety officer
Organization: Hilton Hotel
Duration: Oct-2015 To Apr-2016
Location: Mecca



Job Profile:

Designation: Camp Boss / Data entry
Organization: Arabian Construction
Duration: Company Jul-2008 To Nov-2014
Location: Dubai, UAE



Job Profile:

Designation: Account Assistant
Organization: Kitchen Cuisine
Duration: Feb-2001 To July-2003
Location: ISLAMABAD



EDUCATION

- Bachelor of Arts 1996-1997.
- Peshawar University - 2nd division.

Software Skills

- Diploma in Computer Science from Abacus College of Management & Computer Science, Pakistan – 1998.
- Office Automation Software - 1997. MS Word, MS Excel,
- Outlook, internet.
- Quick Books Pro 2002 Accounting software.
- Aconex (Document Control System).

SAFETY CERTIFICATION

- IOSH Safety
- Basic First Aid & CPR
- Emergency Procedure

PERSONAL DETAILS

- Name: Muhammad Asif
- Father Name: Ghulam Qari
- Date of Birth: 01-05-1974
- Marital Status: Married
- Nationality: Pakistani
- Iqama: Transferable
- Iqama Profession: General Worker
- Language: Urdu, English, Arabic.

Declaration,

I hereby declare that the above-given information is correct to my best knowledge and belief.

MUHAMMAD ASIF