

CURRICULUM VITAE

Full Name: N.Noorullah

Qualification: Bachelor of Arts

Total experience: 10 Yrs.

Nationality: Indian

Current Location: KSA- Riyadh

Contact No & Availability Times: 0530423672 at any time

Email: noorzub123@gmail.com



Objective

Hoping to work in a dynamic organization preferably an in Document Controller oriented role that provides continuous challenges, decent remuneration and paves the way for excellent growth opportunities, where I can put my worth, by using my education knowledge, skills and leadership qualities.

Experience

Oct-2018 – Till Date

Worked as a Senior Document Controller with Saudi Icon - Riyadh –KSA

Handling Multi Project with ORACLE Aconex

- **TAWAL Fitting- out and Electro Mechanical**
- **Red Sea Head Quarter In KAFD**
- **Red Sea Shura Hotel 3**
- **Red Sea Shura Hotel 3**
- **NPMO Mashroat Office Fit-out & Electro Mechanical.**
- **National Cyber Security Authority – Fit-out & Electro Mechanical.**
- **ATTAR United Office Jeddah– Fit-Out Electro Mechanical.**
- **KFSH- Protocol Clinic- Fit-out Works**
- **KFSH- Male Gym- Fit-out Works**
- **NEOM Office ITCC- Fit out Electro Mechanical**

Duty and Responsibility (Familiar of using ACONEX)

- 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.
- Monitoring Company Insurance Contractor All Risk Insurance & Professional Indemnity Insurance
- Updated Log Register and follow up pending submission from client side.
- Submit Daily Report on daily basis.
- Reminding non approved submittal to relevant staffs.
- Typing of site documents, and follow up of all the site needs
- Makes sure that controlled copies of 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

- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Maintain the files and control logs as required by the project

Feb-2016 – Sep-2018

Worked as a Document Controller with ArtLine Interior Contractor- Riyadh –KSA

Project: Faisaliah Hotel Renovation Work.

Duty and Responsibility (Familiar of using ACONEX)

- 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.
- Typing of site documents, and follow up of all the site needs
- Makes sure that controlled copies of 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
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Maintain the files and control logs as required by the project.

April 2010 –March 2015

Worked as an Administration Assistant with SAA Technical & Specialized Services Establishment. Abu Dhabi. (Oil & Gas recruitment specialist)

Duty and Responsibility

- Administrative duties and responsibilities (Filing, Documentation & Data Entry).
- Meeting new and old customers on the registration.
- Searching resume from various job portals.
- Select right candidate in the right position.
- Arranging telephonic & direct interview as follow recruitment procedures.
- Checked their registration forms, IDs and personal details.
- Identifying customer needs and refer them to appropriate services.
- Supporting customers and answering inquiries.
- Type and circulate letter of memorandum through Microsoft Outlook.
- Type business letters for submission to sub-contractors and clients.
- Prepare minutes of the meetings.
- Files and segregate documents according to their usage.
- Receives incoming calls for queries.

- Follow-up directly to PRO for the update of applied employment visa of workers.

April 2005 to Jan 2009

Worked as a PRO Clerk with ED ZUBLIN AG, Abu Dhabi - Administration Department

Duty and Responsibility

- Making daily correspondence, and maintaining files.
- Produces correspondence, manuscripts, notes, summaries,
- Prepare presentations using Ms PowerPoint, as per required.
- Handling the Personnel affairs of the department's officers.
- Preparing the daily and the weekly duty roster.
- Maintaining personnel files and other document.
- Coordinate various site workers
- Controlling personnel passport and other document.
- Updating renewed passport and Employment Visa, Labor Cards.
- Arranging Insurance for personnel.
- Arranging Medical Test for personnel.
- Arranging document for making new visa & new labor card.
- Updating for Applying new visa
- Arranging Oil Field Security Pass

February 2003 to March 2005

Worked as a Administrative assistance with Network Courier (Network Express International Courier Services) Chennai, India.

- Achieving sales and customer service objectives personally and through team training.
- Handling administrative aspects of the sales.
- In charge of collect and distribution courier document
- Systematically registration services and documents
- Preparing daily, weekly and monthly report

Educational Qualification

2000-2003 Bharathidasan University, Jamal Mohamed College.

- M.A , Bachelor of Arts
- Passed in First Class
- Major in Economics.

1997-2000 Bharathidasan University, Jamal Mohamed College.

- B.A , Bachelor of Arts
- Passed in First Class
- Major in Economics.

1995-1997 - PRG Higher Secondary School. KM Koil

- HSS
- Passed in First Class.
- Major in Economics

Software Profile

- Operating System: (CUI) Ms Dos.
- Operating System: (GUI) Windows 7,8,10.
- Package: Ms Office, Corel Draw, Ms Word, Excel, Access, PowerPoint.

Personnel Details

- Father Name: Mr. M.H. Noorul Ameen
- Date of Birth: 07/02/1979
- Marital Status: Married
- Sex: Male
- Religion: Islam
- Languages: English, Hindi, Tamil, Malayalam, Arabic.
- Passport No: K5286806
- Nationality: Indian
- Date of Issue: 20/06/2002
- Date of Expiry: 19/06/2022
- Visa Status: Employment Visa (Transferable)
- Iqama #: 2397913340
- Driving License Expiry Date : 11-Mar-2026