

Dear Hiring Manager,

I hope this message finds you well.

I am writing to express my interest in the Document Controller position as your esteemed organization. With my detail-oriented nature and exceptional organizational skills, I believe I am in a perfect position to contribute significantly to your team.

With over 11 years of experience as a document controller in the construction industry, I possess a comprehensive understanding of document control principles, regulatory standards, and project management practices. I am proficient in utilizing a variety of document management systems and software, which I believe will greatly contribute to your team.

I have keen attention to detail, excellent communication skills, and I am comfortable working both independently and in a team setting. Furthermore, I am confident in my ability to streamline processes and create systems that improve efficiency and productivity.

I am excited about the opportunity to bring my skills and experience to your organization and I am confident that I could provide value from day one.

Thank you for considering my CV. I look forward to the opportunity to further discuss how I can contribute to your team.

Thanks & Best regards,

Samsher Ali

CURRICULUM VITAE

MOHAMAD SAMSER ALI

Mobile No. +966 539662059

Email: samseeralam9876@gmail.com

Passport No : C7081192

Passport Validity: 04.03.2035

Current Location: Riyadh - KSA

Position: Document Controller / Administration

Experience: 11 Years (GULF)

OBJECTIVE:

My desire is to find a stable yet challenging position in a professional environment in which to learn new technologies and skills while utilizing my previous experiences to improve beyond my current abilities. I expect to build strong business relationships within the company and with clients; and to exceed expectations in all aspects of my work.

Educational Qualification:

- Master of Arts (M.A.) In Political Science – From Indira Gandhi National Open University (IGNOU) -2008 (DELHI) INDIA.
- Bachelors of Arts (B.A) in Political Science- From Vinoba Bhave University Hazaribag 2003 (Jharkhand) INDIA.
- Diploma in Computer Application (DICA) Completed. From Softec Technologies-2009 Patna (Bihar).

PROFESSIONAL EXPERIENCE

➤ EMPLOYMENT DETAILS: - GULF

From May 2023 To Present

Company : Modern Building Leaders- (MBL) Riyadh, KSA

Projects : AL Diriyah Farm – Riyadh

Consultant : GOLF SAUDI, HESCO, CRACKNELL

Position : Document Controller

From May 2017 To May 2021

Company : Azmeel Contracting Company- Jubail, KSA.

Projects : SABIC-AI Mutrafiah Infra & Housing Project

Position : Document Controller



MBL



From October 2011 To December 2016



Company : Marbu Contracting Company- Doha Qatar.
Projects : Head office
Position : Document Controller

Job - Responsibilities:

- Responsible for controlling documentation related activities in a project.
- Control and maintain project Record of incoming / outgoing project documents.
- Keeping track of the inward and outward Correspondence.
- Sending & Receiving project related e-mails.
- Record keeping of received and sent letters to the various consultants and other contractors.
- Responsible for making RFI's, MIR, Transmittal Sheets and Document Submittals with the coordination of Site Engineers and QA/QC Manager.
- Maintain and update on daily basis, log for each type of submissions i.e., Drawings Logs (Design, Construction and As-Built Drawings), Material Submittal Logs, NCR'S Logs by the Project Director.
- Distribute commented drawings/documents to concern engineers, and follow up with the concern engineer for latest revision for approval.
- Ensure timely review of submittals by consultant, and submit a weekly report for late submittals/approvals to PD & QA/QC Manager.
- Responsible for Scanning the approved drawings/documents & keep current hard copies and file supersede version.
- Creation of CDs for file manipulation.
- Ensure that all distributed documents/correspondences (incoming and outgoing) are properly registered in designated logs in MS Excel to keep track of their progress.
- Responsible for making separate files for all incoming/outgoing documents and correspondence.
- Responsible to follow up with consultant to get back the approved transmittal/submittals as soon as possible.
- Responsible for receiving all the incoming documents and get it signed by project manager and distribute it according his instruction.
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate Engineer, subcontractors and suppliers as applicable.
- Manage and maintain all controlled company documents.
- Update and control procedure documents and forms.
- Take charge of all document identification, classification and filing.
- Check and edit incoming documents and prepare for distribution.
- Create document filing and organizing systems that are both effective and efficient.
- Ensure proper organization and security of documents (paper and electronic).
- Log document requests and help retrieve documents as needed for employees.
- Make available, notify and distribute documents to relevant recipients.

- Confirm delivery of documents to proper personnel.
- Collaborate and communicate with managers and project leaders.

Skills:

- Knowledge of (Oracle, PMweb, M.S. Word, Excel, PowerPoint, Outlook, Internet etc.)

PERSONAL INFORMATION

- Date of Birth 10.11.1980.
- Gender Male
- Marital Status Married
- Nationality Indian
- Language Know English, Hindi, Urdu, Arabic
- Permanent Address Vill-Brindaban Malahi Tola, Post Brindaban Dist-Gopalganj (Bihar) INDIA.
- Hobbies Swimming.

Declaration:

I do here with declare that all the above information mentioned by me is true to the best of my knowledge and belief.

Md.Samsher Ali

Signature

MCC/CER/560/2017

April 15th , 2017

TO WHOM IT MAY CONCERN

This is to certify that Mr. Mohamad Samsheer Ali holder of Indian Passport No. M6183913 was working in our company as a Document Controller since 22-10-2011 up to 21-12-2016.

This certificate is issued upon his request without any responsibility on Marbu Contracting Company W.L.L.

For MARBU CONTRACTING CO. W.L.L.



ALI AL HAKEEM
General Manager
AS/st

MARBU
شركة ماربو للمقاولات ذ.م.م
MARBU Contracting Company W.L.L.
P.O.Box : 5196 Doha - Qatar

cc: Personnel File



أزميل
AZMEEL

مقاولات
Contracting

تحت إشراف إعادة التنظيم التالي

DATE: 20-08-2022	التاريخ: 2022-08-20 م
Sub. Service Certificate	الموضوع: شهادة خدمة
This is to certify that the below mentioned was working with the company.	نشهد بهذا بأن المذكور أدناه كان أحد العاملين لدى الشركة.
Name: MOHAMAD SAMSHER - ALI	الإسم : محمد شامشير - علي
Nationality : Indian	الجنسية: هندي
Employee No.: 60291	الرقم الوظيفي: 60291
National ID / Passport No : M6183913	رقم الهوية الوطنية/الجواز : M6183913
Hire Date: 19-05-2017	تاريخ التوظيف: 2017-05-19 م
Service End Date: 27-01-2021	تاريخ نهاية الخدمة: 2021-01-27 م
Last Position: Documents Controller	آخر وظيفة له: منظم وثائق
This certificate has been issued upon a request from the employee.	لقد تم إصدار هذه الشهادة إلى المذكور بناء على طلبه.
Regards	وتقبلوا التحية
Humoud Al Qahtani Human Resources Manager	 حمود القحطاني مدير الموارد البشرية

HRF-71-Nov.1,2010-rev.April 02,2015



فرع الدمام
Dammam
P.O. Box 3043
Dammam-31471 KSA
Tel.: +966 13 826 7250
Fax: +966 13 826 2196
س.ت. 2050018037

شركة أزميل للمقاولات
Head Office : JUBAIL
P.O. Box 11662, Jubail Industrial City 31961 KSA
Tel.: +966 13 3473777, Fax: +966 13 3471999
س.ت. 2055002293

فرع الخفجي
Khafji
س.ت. 2057002505
فرع الرياض
Riyadh
س.ت. 1010197858



इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT REGISTRATION & EVALUATION DIVISION
Maidan Garhi, New Delhi - 110 068
STATEMENT OF MARKS

MASTER OF ARTS (POLITICAL SCIENCE)

CERTIFICATE NO. G 0003924
10021

MPS 054170345
MOHAMAD SAMSHER ALI
C/O ABDUL QUDUS ANSARI
ISAPAN SHOP AZADNAGAR
PO SIWANDIH
BOKARO 827011
JHARKHAND

DATE:
13/08/2008

TERM-END EXAM: DECEMBER - 2007

COURSE CODE	SCORE IN CONTINUOUS EVALUATION						ACEM	ACEG	SCORE IN T.E.E./PROJECT/DISS		WEIGHTAGE		OVERALL MARKS	MAX MARKS	CRS GRD	CRS STS
	ASSG-1		ASSG-2		ASSG-3				MKS	GR	ACEM	T.E.E./PROJ./DISS.				
	MKS	GR	MKS	GR	MKS	GR										
MPS01	68	B	78	B	#	#	73	B	63	B	22	44	66	100	B	SC
MPS02	67	B	56	C	#	#	62	B	50	C	19	35	54	100	C	SC
MPS03	75	B	75	B	#	#	75	B	56	C	23	39	62	100	B	SC
MPS04	58	C	70	B	#	#	64	B	44	D	19	31	50	100	C	SC
MPSE01	73	B	#	#	#	#	73	B	40	D	22	28	25	50	C	SC
MPSE02	56	C	#	#	#	#	56	C	54	C	17	38	28	50	C	SC
MPSE04	74	B	#	#	#	#	74	B	48	D	22	34	28	50	C	SC
MPSE05	77	B	#	#	#	#	77	B	46	D	23	32	28	50	C	SC
MPSE06	74	B	#	#	#	#	74	B	54	C	22	38	30	50	B	SC
MPSE07	78	B	#	#	#	#	78	B	56	C	23	39	31	50	B	SC
MPSE08	61	B	#	#	#	#	61	B	42	D	18	29	24	50	D	SC
MPSE09	57	C	#	#	#	#	57	C	60	B	17	42	30	50	B	SC
GRAND TOTAL												456	800			

Total Credits required for completion :

Credits Completed : 64
64

MASTER OF ARTS (POLITICAL SCIENCE) SUCCESSFULLY COMPLETED WITH 57.00 %

Abbreviation Used :

ASSG : Assignment
GR : Grade
ACEG : Average Continuous Evaluation Grade
DISS. : Dissertation
PROJ. : Project
CRS GRD : Course Grade
CRS STS : Course Status
* : Not Submitted/Absent/Result Later; as the case may be

MKS : Marks
ACEM : Average Continuous Evaluation Marks
T.E.E. : Term - end Examination
TEM : Term - end Examination Marks
SC : Successfully Completed
NC : Not Completed

Marks in Assignment, Term-end Examination and Project work/Dissertation (wherever applicable) are shown out of 100

For Evaluation Methodology & course details, see overleaf

REGISTRAR (SR&ED)

Ph-0612-3266843

Cerno: n-163/sep/ 2010

regno: 1263/Bihar/2008-2009

Softech technologies

(Runs under Softech Technologies and welfare Foundation, Mirjapur, Saran)

3rd Floor, Jagdamba Tower, Sahdeo Mahto Marg, Boring road, patna-800001

This is being certify that **Samsher Ali S/O Abdul qudus Ansari** has
Successfully completed the Course

“Diploma in Computer Applications”

And in Examination he has gained 82 Percent Marks.

The grade ‘A’ is being awarded to him for this.

Grade List:

‘A’:70 percent and above

‘B’:55 to 70 percent

‘C’:55 percent and below

Beauty Kumari
Centre Head

Beauty Kumari

ACADEMIC HEAD

Navneet Priya
ACADEMIC HEAD

PRESIDENT

Srinivasa Murthy
SRINIVASA MURTHY