

CURRICULUM-VITAE

Applying Position: Senior Document Controller

Summary:

Motivated Document Controller of organizational expertise. Exceptional at providing services in operations documentation management including implementation of automated documents for systems generation with an eye to future updates and modifications.

Educational Qualification:

- Bachelor of Technology in Electronics & Communication Engineering from Jawaharlal Nehru Technological University, Hyderabad, India.
- Pre-University college: Narayana Junior College, Hyderabad, India.
- Primary School: Vidhya Bharathi high school, Hyderabad, India.

Computer Skills:

- Microsoft Excel, Microsoft Word, Microsoft Access, PowerPoint.
- EDMS (Electronic Document Management System).
- PROLOG 2020 Trimble Inc.
- ACONEX
- Microsoft Outlook & Microsoft Teams.
- Oracle Primavera
- Typing speed above 60 words in a minute.
- Create Folders and Files, convert files from Excel to PDF.
- Operation of all Data base in excel with corresponding formulas.
- Basics of C-language.
- Data Entry, Server management.

Work Experience in Kingdom of Saudi Arabia:

I have more than **12 Years** of Experience in Documentation of Quality, Construction, and IT Field in Saudi Arabia in multiple challenging Projects in all disciplines (like Civil, Electrical, Instrumentation, Mechanical, Technical, IT and Equipment).

Worked Companies and Experience details in KSA:

Company: WEBUILD Construction Company.

Position: Senior QA/QC Document Controller

Duration: March 2021 to April 2025.

Project: King Faisal Air Academy Relocation & Construction, Al-Majmaah, Riyadh, KSA.

Company: ABDULLAH FOUAD.

Position: Document Controller + Project Coordinator.

Duration: December 2018 to February 2021.

Project: Aramco Project, Dhahran, Al-Khobar, KSA.

Company: INTERTEK.

Position: QA/QC Document Controller.

Duration: January 2017 to November 2018.

Project: Waad-Al-Shamal ISCC Power Plant, Turaif, KSA.

Company: POSCO E&C.

Position: QA/QC Document Controller.

Duration: January 2016 to December 2016.

Project: MARAFIQ Project, Yanbu, KSA.

Company: NESIC Communications.

Position: QA/QC Document Controller.

Duration: September 2014 to December 2015.

Project: YASREF Project, Yanbu, KSA.

Company: DAELIM.

Position: QA/QC Document Controller.

Duration: February 2013 to August 2014.

Project: YASREF Project, Yanbu, KSA.

Company: Saudi Bin-Laden Group

Position: QA/QC Document Controller.

Duration: February 2012 to January 2013.

Project: KAIA (King Abdul Aziz International Airport), Jeddah, KSA.

Work Experience In home country:

Company: Reliance Industries

Position: Secretary

Duration: March 2010 to Dec 2011

Duties and Responsibilities:

- Responsible for the entire documentation of Mechanical / Electrical / Instrumentation & Civil. As well as looking for Equipment Calibration Certificates.
- All related to RFIs / Drawings / Material Documents / Invoices submission / Time sheets / Co-ordination of All Documentation.
- Preparing various Tracking lists according to categories.
- Submission of RFIs after the work finishes on site receiving from Subcontractors and submitting to Client for the inspection information to invite them for inspection. After the inspection is finished QC will close that RFI with a related status and signature with accepted / rejected or comments status.
- After closing any RFI we must make a record giving update to client / contractor and sub-contractor just for their information and their records.

- Maintaining NCR/WDR which is received from Client and after closing we make a hard copy and soft copy and update in our NCR/WDR log sheet.
- Maintaining Incoming Material Inspection Reports (IMIR) along with the log sheet after receiving any document we are maintaining Log sheet to track it the easy way.
- Receiving and updating WPS/PQR, WQT, RT Reports, RT Monitoring Sheets, welding book, Electrical Cable List etc.
- Review of Engineering drawings, preparing Transmittals, and getting approval from Client.
- Preparation of weekly meetings, walk through reports as well as Minutes of meeting attending and preparing Minutes of meeting,
- Monthly reports preparation and distribution
- Daily observation report, correspondent with contractor.
- Permit follow-up and reports maintain records.
- Registration, transmission, filing and retrieval of Program, Project documentation including Drawings, specifications, datasheets and other design documentation, Management plans, procedures and forms, Vendor data.
- Issuing Program and Project document numbers.
- Maintain systems and databases to ensure efficient operation of the document control function, including live link.
- Project Centre, hard copy filing system and any other systems required to manage document control.
- Track status, expedite Program, Project documentation review, approvals, including vendor data. Printing, copying of Program and Project documentation.
- Archiving program project documentation in accordance with all client participants' requirements.
- Aid the Lead Document Controller Provide training to client personnel regarding the use of live links, Project Centre, and the overall document control system.
- Preparation of Project record book.
- Control and prepare of all Incoming and Outgoing correspondence.
- Handling all Word processing Jobs such as Letters, Transmittals, and Vendor correspondence.
- Preparation of Project Report proposals, Specifications, and various Administrative Documents.
- Handling all correspondence (Incoming / Outgoing) records, administrative and project records with a fair update filing system.
- Filing of all the documents with up-to-date track status and making all the hard copies genuine.
- Complying hard copy in folder separately as per system and company with spines attaching to notify easily which company it belongs to with volume numbers.
- Proficient in preparing and maintaining statutory financial statements and project reports; coordinating with auditors for internal audits.
- Proficient in management activities involving planning, preparing invoices and purchasing documents, and managing the entire operations pertaining to accounts payables and receivables.
- Responsibilities were including to send daily report to the management and Finance Dept. that includes a daily fund flowing statement, Sales report, and stock report.
- Creating all types of accounts vouchers. Weekly preparing due list Salesman wise. Preparing at the end of the month Sales Report as per Salesman wise and commission statement.

- Tallying the stock with the company standard accounts software. Preparing invoices to the suppliers at the end of the month. Preparing monthly salaries for the staff and laborers and rearing the Bank reconciliation statement.
- Submission of RFIs after the work finishes on site receiving from Subcontractors and submitting to Client for the inspection information to invite them for inspection. After the inspection is finished QC will close that RFI with a related status and signature with accepted / rejected or comments status.
- After closing any RFI we must make a record giving an update to the client / contractor and sub-contractor just for their information and their records.
- Maintaining NCR/WDR which is received from Client and after closing we make a hard copy and soft copy and update in our NCR/WDR log sheet.
- Maintaining Incoming Material Inspection Reports (IMIR) along with the log sheet after receiving any document we are maintaining Log sheet to track it the easy way.
- Receiving and updating WPS/PQR, WQT, RT Reports, RT Monitoring Sheets, welding book, Electrical Cable List etc.
- Whether with a contractor or in a subcontractor we must maintain our company records properly, if anyone comes and asks for any documents after 10 years also, we can find it easily with a tracking sheet or with scan copies of all documents as well as hard copy which is complying in our folders.
- Check all equipment's calibration certificates what the calibration date and the duration of Calibration is and inform to concern person to recalibrate it again after finishing duration time, because Client will not accept any equipment without calibration sticker.
- Also worked in Workstation Replacement Program in IT Department as a Project Coordinator cum Document Controller.
- Taking Appointments with all the requestors of Aramco, maintains all data of Desktops, Laptops and Microsoft Surface Pro, Issuing Transfer Orders and maintaining its closed Copies, coordinating with Technicians, and giving daily report to Manager.
- Following safety rules as per the Aramco instructed,
- Not sending any inside document through mails to other than Aramco assign emails.
- If any Aramco personnel also need any kind of documentation, we must send one confirmation mail to our department head once he approves, then we can only share any document with them.
- Strictly following Aramco standards to work in a good manner. Using excesses for laptop and desktop.
- Receiving the dispatched workstations shipments received to site and preparing its list of each system and inform to Project Manager for the confirmation and information to allow us to give access to provide the workstation replacement program to be in process.
- Assigned Technicians to provide all hardware to move to appointment location on exact time to replace the system and do the Data transfer and went to warehouse to handover old removed System and bring signed TO from there to close that request.
- We must coordinate with all of them continuously with Users & Technicians until the work is finished, and we get the sanitization report for our closed TO (Transfer order) confirmation.
- Maintaining and controlling all the work as per the Aramco Standards.

Personal Strength:

- Providing perfect and excellent service.
- Ability to work in any given Environment.
- Effective working alone or as a Co-operative Lead Team member.
- Self-confident, Positive Attitude & Smart Worker.

Personal Details:

Name: Mohammed Waheeduddin

Age: 35 years

Nationality: Indian

Marital Status: Married

Iqama Number: 2343382038

Iqama Status: Transferable

Passport No: V6799681

Languages Known: English, Arabic, Hindi, and Urdu.

Job Location Req.: Anywhere in Kingdom of Saudi Arabia.

Driving License: Available

Mobile no: 0569553947

Email-Id: mohammedwaheeduddin121@gmail.com