MOHAZAM ABBAS

DOCUMENT CONTROLLER

CONTACT

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Haripur Hazara, KPK Pakistan

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SKILLS

MS Office Professional

Oracle Primavera

Lotus IBM

EDMS (Electronic Data Management)

EDUCATION

Graduation (B.A)

Hazara University, Mansehra

2011-2013

Faculty of Science

SSC High School & College

2009-2011

LANGUAGES

English

Urdu

Arabic

PROFILE

- A results-oriented professional seeking an opportunity as a Document Controller where I can apply both practical experience in managing documents/information along with excellent communication skills

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WORK EXPERIENCE

Document Controller

Bahria Town Corporate Head Office, Lahore Pakistan 2023 - Continue

- Reporting to the Head of the Department.
- Establish and implement an efficient project-related document control register, database and hard copy filing system.
- Implement Project Document Management System and processes.
- Ensure document submissions are in accordance and complaint with project document formats and requirements.
- Establish and maintain a correspondence system.
- Plan and record documents flow from all necessary parties, including clients, sub-contractors and the project office.
- Record issues and track location of control document and drawing, issue letters and receipts concerning the document in circulation.
- Ensure latest versions are maintained of all documents subject to revision and ensure the latest version of documents are issued to required project parties.
- Make sure the documents are managed strictly confidentially.
- Perform all duties in accordance with company policies, processes, system and procedure.

Document Controller

Target Engineering Construction Co. LLC (UAE) 2016-2019

- Reporting to the Project Manager.
- Maintain project drawings/documents distribution record.
- Verify that only the latest revision drawings, submittals, etc. are distributed to all locations and involved parties concerned including sub-contractors.
- Submitting technical documents for review and approval.
- Maintaining all correspondence and other transmittal's from the client and other contractor/ suppliers/ vendors etc in a systematic way to facilitate an easy reference at all times.
- Responsibilities include record keeping, all documents such as specification procedure, inspection schedule and records, inspection release notice and quality records book with numbering system according to project filling procedure.
- Ensure the company's project related documents are kept in impeccable order and the all project requirement are met.
- Maintain quick and courteous support to Managers/Disciplines Leads, engineering project personnel and accounting personnel.
- Administrating the company's-controlled document in accordance to company requirement.
- Maintains all electronic track sheets for all submittals.