

Curriculum Vitae

Ghafeer Kumail

Document Controller

Mobile No: 057 283 3863

Email: ghafeerkumail111@gmail.com

Nationality : Pakistani
Current Position : Document Controller
Work Experience : 3 Years
Current Location : Riyadh, KSA
Iqama Status : Available and Transferable
Notice Period : Immediate Joining
Languages : English/Urdu/Hindi

Academic Qualifications:

- **Bachelor Degree in Business Administration**
From Gomal University, Dera Ismail Khan, Pakistan

Professional Qualifications and Skills in Software/ Applications:

- ACONEX Construction Management system for Document Control.
- Document Control Systems & Online Collaboration Tools.
- Electronic Document Management Systems (EDMS).
- Excel Skills for Business Essential
- Excel Skills for Data Analytics and Visualization
- MS Excel & MS Word use in Project's Correspondence and Reports writing.
- MS PowerPoint use in Presentations & Reports preparations.
- Use of MS Outlook
- Network Troubleshooting, data analysis, problem solving, backup and disaster recovery.
- Troubleshoot and resolve IT problems.

Work History – 3 Years

2023 – Present in KSA:

Project: NEOM – Professional Villas Project
Company: **Ali Abdullah Al Tamimi Group**
Client: NEOM
Position: Document Controller

Documents Management (ACONEX Use) at the Project:

- Upload the documents (Correspondence, RFI's, Submittals, and Reports etc.) to the ACONEX document register.
- Transmit the documents to the other stakeholders of the Project via ACONEX transmittals.
- Distribute the documents via ACONEX using the Work Flow feature of the ACONEX.
- Distribute the documents for review/ information via ACONEX mails.
- Find the documents via ACONEX search and furnishing the same to the project team.
- Generating Reports on the status of the documents and distribute these to the project team.
- Utilizing all features of ACONEX for the best administration of the document control and information flow and online/ electronic repository management
- Receive all the site Inspection Requests (IRs) from the Contractor
- Follow up all the necessary Review/ Comments process of the IRs with the team
- Upload the signed IRs to the ACONEX and transmit these as required
- Processing all the NCRs (Non-Conformity Reports) and uploading/ distributing these via ACONEX as per the established procedures
- All Documents Management works of the site office
- Signing and submitting the Staff Time Sheets and Leave Requests to the HR/ Main Office

Documents Managements (use of other tools) on the Project:

- Log all the “incoming and outgoing” documents related to the contract in MS Excel.
- Responsible for receiving documents on important plans on project.
- Inform the Construction Manager on status of certain submittals and issues.
- Responsible for the reception of Inspection Requests (IRs) for Inspection and collection of the final status.
- Responsible for filing of critical and important documents.
- Preparing monthly report for the client.
- Distribute the project documents as per the Project Document Distribution Matrix in line with the PM instructions.

- Prepare the site instructions and get the concern person initials (Architectural, Structural, Mechanical & Electrical)
- Update document status logs and provide these for the reports.
- Prepare the NCR and get the concern person initials.
- Log and retrieve the documents including drawings, drawing revisions, RFI's, correspondence, payment requisitions, and change management and health and safety documents.
- Record material purchases.
- Maintain correspondence files.
- Create distribution lists and distributes documents as required by e-mails and hard copies.
- Create weekly, monthly and quarterly document control reports.