

AMER HAMEED CHAUDRI

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Iqama Status: Transferable

Objective:

Document Controller with Five year's professional experience managing the flow of documents and records for a variety of projects. Skilled in documents scanning and filing, meeting deadlines and working with stakeholders.

Education:

NK-FACT Computer College, Pakistan.

Masters in Computer Science, Pakistan

Punjab University, Pakistan.

Bachelor of Arts (B.A): Political science, Journalism and Punjabi, Pakistan.

Lahore Board, Pakistan.

F.A (Faculty of Arts)

Professional Experience:

Position: Document Controller
Company: National Care Medical (**Client**)
Project: CMC - Narjis Hospital (Project) Riyadh, KSA.
Duration: Feb-2025 to Present

Position: Document Controller
Company: Al-Majal Alarabi Group Company, KSA (**Contractor**)
Project: Diriya Jabal Al-Qurain Avenue Project.
Duration: Nov-2022 to Feb-2025

Position: Document Controller
Company: Multiedges Organization of Building & Home Architectures (Pvt) Ltd Pakistan.
Project: City Housing Gujranwala, Pakistan.
Duration: Feb-2019 to Apr-2022

Key Responsibilities:

- Shop Drawings submitting in **ACONEX** to Client for review / approval.
- Checked drawings for conformity and accuracy.
- Updating Logs through Excel (i.e. Shop Drawings, Design Drawings, Red Line Drawings, As Built Drawings).
- Submitting WIR (CIVIL, MECHANICAL, ELECTRICAL) in **ACONEX**.

- Create and maintain tracker for drawing approval process and technical documents for submittals in **ACONEX**.
- Submitting RFIs (ARCH, CIVIL, MECHENICAL, ELECTRICAL) in **ACONEX**.
- Sending weekly **ACONEX** Extract report & RFI report.
- Scanned, filed and transmitted various documents and adhered to digital filing procedures in **ACONEX**.
- Submitting to Client SOR, NCR, Daily report, Method Statement, Material Approval Request, Prequalification Records, Planning weekly Report, Dashboard reports & RFI through workflow in **ACONEX**.
- Create and maintain tracker for drawing approval process and technical documents for submittals.
- Maintaining log of incoming and outgoing documents.
- Preparing weekly/monthly reports as required.
- Organized and Maintained organized records and files of active projects database.
- Filing of documents in digital and physical records with quick access for retrieval.
- Follow up all necessary approvals and reviews of project design data.
- Trained team in **ACONEX Document Control** and records management best practices.
- Stored documents using cloud-based systems to drive efficiencies.
- Knowledge of document control processes and procedures.
- Checked accuracy and completeness of documents to identify deficiencies and recommend corrective actions.
- Have excellent communication & interpersonal skills.
- Receiving & distributing client comments to internal Team & sub-contractors.
- Receiving letters, General correspondence & report are distributing internal team
- Ensure all documents that process in system are cataloged and address in time.
- Can work under pressure and meet deadlines without sacrificing quality of output.

Language:

- Arabic
- English
- Urdu

Skills:

- ACONEX
- MICROSOFT OFFICE
- TRANSMITTAL
- GENERAL CORRESPONDS
- SUBMITTALS
- SELF MOTIVATED
- EDUCATIONAL SUPPORT

Declaration:

I hereby certified that all the above given information is correct and true to the best of my knowledge and if I am selected, I will perform my duties and responsibilities to the entire satisfaction of my management.