



Hello,
I am
Zeeshan Yousaf
Document Controller

About Me

I have more than 7 years' Experience as Document Controller in MEP Metro Project Have Knowledge In computer software & hardware for office work and effective interpersonal communication skills. has strong background in document control, preparation of engineering , construction and vendor Data deliverables such as drawings , specifications, calculations, reports, final documentations etc.

Education

2015 - 2017

Associate degree (Business Administration)
Punjab college of Science Islamabad , P a k i s t a n

Experience

Mar 2024 - Till Now

Document Controller

WeBuild,Italy: Project: CWG-Riyadh Metro, Riyadh: KSA

Dec 2017 - Mar 2024 - 6 years

Document Controller

FCC Electromechanical: Project: FAST Consortium, Riyadh Metro

Skills



Email:

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Contact Numbers

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Address

Riyadh, KSA

Visa Status: Transferable Iqama

Profession: Document Controller

Applied Position: Document Controller

Working Experience

Webuild - CWG Riyadh Metro Line 3 Project, Riyadh, Kingdom of Saudi Arabia

- Received, issued, log, update and keeping of all the project related documentation.
- i.e Drawings, Specifications, Data sheets, Design calculations etc.
- Provide the ability to control the documentation flow, filing/archiving, and document.
- handover activities for the project sites, both for the Head Office and project sites
- throughout all phases (Engineering, Procurement, Construction & Commissioning etc) of the project. Control Technical Document Register (TDR) to ensure the status of tech documents until getting the approval and control, filing/archiving Correspondences drawings and Technical documents Invoice and Performa invoice, Technical and commercial proposals,
- Pre-Qualification and other company official non-technical documents.
- Ensuring the use of standardized forms and templates
- Responsible to prepare and issue formal Transmittals for all outgoing information to Client, Vendors, Rig, and other departments.
- Prepare Request for Inspection (RFI)
- Preparation Daily, Weekly, Monthly reports and LOGs.
- Handling of all inspection reports, JCC cards, Welders IDs, certificates, calibration of all quality and inspections.
- Document process checking, issue receipt and tracking of documentation check quality, resolve queries; highlight deviations; process in a timely manner.
- Working with a QA/QC team involves a structured approach to identifying, documenting, and (NCR's) or (IR's)
- To effectively work with the Test and Commissioning Engineer for the TAB reports for each system and ensure each discipline is uploaded correctly.

FCC Electromechanical LLC, FAST Riyadh Metro Line 5,6 Project, Riyadh, Kingdom of Saudi Arabia

- Receiving Purchase/ Subcontract Requests (drawings) from site and verifying/Confirming the requirements, Duration & the detailed specification of the request.
- Coordinating with technical team to confirm the as built drawings are complying as per required specification & the duration by technical comparison. Also prepare the Technical Submittals
- Print and distribute documents as needed
- Scan and upload documents according to company procedure
- Collect and register all technical documents such as drawings and blueprints in the company's system
- Review and update documents for maintenance and quality control
- Keep other personnel updated on new document versions and how to obtain access
- Handle records across various departments Including, Procurement, Warehouse, and technical.
- Maintain confidentiality regarding sensitive documents
- Ensuring all documentation meets formal requirements and required standards
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and construction
- Conducting regular reviews and document audits
- Using computers to organize and distribute documents within a company
- Helping in the planning stages of a specific project
- Ensure documents are shared at key times to facilitate timely project completion
- Accurately allocate and control the numbering of documents
- Promote within the QHSE department, and other departments, the procedures, and tools available to search and find documentation
- Identify and catalog the latest documents that are received from the Suppliers, Rigs, and Facility based Company personnel (Warehouse, Logistics, Procurement) and supersede the previous revision from the ER.
- Responsible to do Goods Receipt of PO's related to equipment certification from the Supply chain SAP system.
- Monitor technical documents & project email folder, review and approval of documents in accordance with agreed schedule, control and expedite regularly weekly overdue documents or comment.
- Follow up of technical documentation and to ensure documents status to be closed.

Personal Details:

Zeeshan Yousaf Khan
Religion: Islam
Marital Status: Single
Nationality: Pakistani
Passport No: EC6917392
Languages Known: Urdu, English, Arabic
Permanent Contact Details: +966 572578451

Driving License: A Valid Driving KSA license

Declaration: I hear by declare that all the above information is true and correct to the best of my knowledge and abilities.