

Alisher Munshi Bisayti**Present Address: -**

KAIA Project, Binladen Work Shops Area

Project 421 and 422 (Airport), Jeddah

E-Mail: alisheruaac@gmail.comCompany E-Mail: a.munshi@uaac-sa.com**Contact: +966 511438618****Post Applied for: -Document Controller cum Draftsman & procurement coordinator****Objectives:**

To pursue a career with a reputable & professionally managed organization offering good opportunities of learning & growth. To get practical experience within a challenging and dynamic working environment, where acquired skills and education will be utilized towards continued growth and advancement.

Academic & Professional Qualification:

Examination	Board / University / Institute	Div.	%	Year
High School	Rajasthan Board	2 nd	47.5%	2002
Intermediate	Rajasthan Board	1 st	62.00 %	2005
AutoCAD	IT Point			2012

Computer Knowledge.

- MS-Office (MS Word, MS Excel, MS Outlook, MS Access & MS PowerPoint).
- Preparing Reports and documents with help of MS-Office
- Firm grip in Auto CAD 2007 to Auto CAD 2020.
- Work Experience in India. 2012 to 2015
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- Company : AHLUWALIA CONTRACTS (INDIA) LTD.
- Position : Document Controller
- Project : Kingston boulevard tower (Noida Sec 125)
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- Work Experience in Gulf 31-oct-2015 to start Date
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- Company : United Arab Aluminum Company (Saudi Binladen group)
- Position : Document Controller & Draftsman
- Project : HR project Makkah

- ❖ Project : King Abdul Aziz International Airport Development Project (KAIA DP). Jeddah
- ❖ Project : RCHQ Project Yanbu

Duties & Responsibility

- Collecting and archiving Daily Site Diary (DSD), Manpower, Timesheet dairy basis and weekly progress reports and monthly progress Reports.
- Receiving and distributing all documents and preparing transmittal sheets.
- Receiving and sending emails correspondence with all department.
- To file all project documents: Project wise, date wise, subject wise, sender wise with sequence.
- Using Web-based software to manage the uploading and downloading of documents, submittals, drawings,
- To organize copies of hard & soft-copy documents for incoming and outgoing procedures.
- Ability to keep clear and accurate records of log and reports.
- Controlling copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
- Arrange Materials Sample, Colors and preparing technical data for approval and revising consultant comments through Technical Department to ensure the resubmission.
- Keeping records of Drawings, Calculation, Method Statement, Material Submittals, Sample Submittals, RFIs, NCRs, MIR and RIW.
- Modification of drawings as per company requirement.
- Overall coordination with QC, HSE and Project Management team.
- Knowledge in use of spreadsheets, databases, word processing and selected job specific software.
- Maintain the documents and drawings under safe custody without any damage or deterioration with easy traceability.
- Edit and revise plans as instructed by the Engineer.
- Keeping drawings logs update
- Providing update drawings or design deliverable.
- Knowledge of site layout.
- Type of elevation and Isometric views.
- Different types of section and different types of sectional Elevation
- Different types of foundation as a pile foundation.
- Column details, shuttering plan, layout plan, site plan and location plan.
- Fabrication drawings against approved shop drawings.
- To produce and update engineering drawings.
- Civil and arch drawing like building, Apartment drawing.
- Sectioning the drawing by AutoCAD.
- Reviewing Fabrication drawing
- Auto CAD (2D & 3D) Photo shop
- Key Responsibilities:
- **Sourcing and Supplier Management:**
- Identifying potential suppliers, evaluating their capabilities, and negotiating contracts

and pricing.

- **Purchase Order Management:**
- Creating, managing, and tracking purchase orders, ensuring accuracy and compliance.
- **Inventory Management:**
- Monitoring inventory levels, optimizing stock, and collaborating with logistics.
- **Contract Negotiation and Management:**
- Negotiating and managing contracts with suppliers to ensure optimal terms and conditions.
- **Vendor Relationship Management:**
- Building and maintaining positive relationships with vendors, monitoring their performance, and ensuring compliance with contractual obligations.
- **Data Analysis and Reporting:**
- Analyzing procurement data, identifying areas for improvement, and reporting findings to management.
- **Cross-functional Collaboration:**
- Collaborating with other departments like finance, logistics, and operations to ensure smooth procurement processes.
- **Process Improvement:**
- Identifying and implementing improvements to procurement processes to enhance efficiency and reduce costs.
- **Compliance:**
- Ensuring compliance with relevant regulations and company policies throughout the procurement process.

Passport Details:

Passport Number	Date of Issue	Date of Expiry	Palace of Issue	Date of Barth
S9757153	14.10.2018	14.10.2028	Jaddah	15.03.1982

Personal Details:

Correspondences Address : Alisher
 : S/o Munshi Bisayti
 : Village +Post >: Ramgarh Shekhawati
 : Dist. >: Sikar Rajasthan (Pin Code 331024)

Linguistic Knowledge:

- English, Hindi, Urdu, Arabic

Hobbies:

- Browsing Internet, Reading Books.

Strength:

- Ability, Interest and willingness to learn
- Creativity
- Communication skills
- Highly aggressive & perfectionist at work and get restless to achieve targets

Declaration:

- I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

Date.....

Place: Jeddah (KSA)

Alisher
(Signature)