



USMAN SARWAR

SENIOR DOCUMENT CONTROLLER

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Address: Riyadh, Saudi Arabia

PROFILE:

I possess proven ability to organize, prioritize and multi-tasks. Able to work accurately, working under pressurized conditions to tight time frames. I have 10 Years' experience in the fields of Document Controller plus Administration, and maintain effective filing and archiving system for paper documents, electronic documents, and files in accordance with company and archiving procedures.

SKILLS:

- EDMS (Oracle PCM, Aconex), Power Point, Share Point, Strong understanding of E-mail / Internet, Outlook Express, Windows Mail & Fox mail, Zimbra mail, MS Office.
- Working knowledge of construction documents, drawings, and specifications.
- Understanding of construction teams roles and processes.
- Understanding of the engineering and construction workflow for a project.
- Familiarity with Technical Documentation (Specifications, drawings, design analysis, quality manuals, software, external standards, validation protocols, department procedures and work instructions, etc.).

KEY RESPONSIBILITIES:

- Handling, Checking and generating all kinds of Correspondences and Technical Documents between the Client, Consultant & Subcontractors and Distribution of documents according to the field of specialization.
- Preparation and issuance of all Technical, Planning, QA/QC, T&C, QS, HSE and Handing Over documents in Aconex.
- Preparation & Submission of Prequalification, Material Submittals, Method Statements, Survey Reports, Daily, Weekly & Monthly Reports, Schedules, Shop Drawings & As-Built Drawings etc.
- Supervise the checking and processing of all incoming documents (Method statements, specifications, RFIs, NCRs, calculation reports, test reports and other technical documents) and correspondences before making distribution to addressee/recipient.
- Issue document update requests when required Input revised documents Into Document Management System. Register, log, distribute, track, issue, maintain and control office and site project documents and drawings.
- Responsible for implementing the requirements of the company procedure, for ensuring that documents are properly received, reviewed, logged, routed, and filed, and for ensuring that the most current revision of controlled documents are available for use by Construction.

- Updating all submission logs and receiving logs in timely manner.
- Produced reports as required by management & other parties from time to time ensure all project documents / drawings & correspondences are available in paper version & electronic.
- Preparing technical reports and graphical presentations as and when required.
- Assist with Quality Assurance Audit. Coordinate the activities of Document Control, including distribution of documents, tracking, and reporting on document review progress.
- Reporting on the performance of the document control system for review and as a basis for improvement of the documents control system.
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- Handled the tasks of providing executive –level administrative support to the concerned executive managers.

WORK EXPERIENCE:

Nabatat Contracting Company:

(Riyadh, K.S.A)

Duration: Nov -2023 Till Date
 Position: Senior Document Controller
 Projects: Red Sea, Diriyah & RCRC Green Riyadh

Bab Alminwal:

(Riyadh, K.S.A)

Duration: Aug -2022 To Nov -2023
 Position: Senior Document Controller
 Projects: Riyadh Metro Project Line 3

BICO International Company:

(Alwajh K.S.A)

Duration: Sep- 2021 To July-2022
 Position: Document Controller
 Projects: Amaala Red Sea

NLC Construction Company:

(Pakistan)

Duration: Aug-2019 To Aug-2021
 Position: Document Controller & Admin
 Projects: Officer National Stadium Lahore

Polyplast Custom Moulders:

(Pakistan)

Duration: June 2015 To July-2019
 Position: Document Controller & Admin
 Projects: Honda Bikes

EDUCATION:

ACCA (Finalist)	UK
CAT (Certified Accounting Technician)	UK
Bachelors	Hazara University Pakistan
Intermediate	BISE Pakistan

PERSONAL INFORMATION:

Date of Birth: 05/10/1989

Iqama Status: Transferable

Languages: English (Fluent) Arabic(Beginner)