

CURRICULUM VITAE



ZAHEER ABDULLAH HAWA

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Position Opted:

Document Controller

Objectives:

Looking for a long – term association with a system-oriented organization where individual talents, Skills, Honesty & Hard Work are acknowledged, conducive work culture is provided and where I can make the best of my potential and contribute to the organization's growth.

Work Experience

**Hamad and Ahmed Mohammed Al Mozaini Real Estate Company – Riyadh, Saudi Arabia
December 2020 to till Date
Document Controller / Office Administrator**

Duties & Responsibilities:

- Providing administrative support to ensure efficient office operations.
- Drafts and edits letters, reports, and other documents.
- Responds to emails and other digital queries and correspondence.
- Controlling issuance of document numbers, including maintenance of proper document registers for the project.
- Maintaining and updating records of all approved documents and their distribution clearly.
- Works closely with other administrative staff and supports other colleagues as needed.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Receiving, tracking, and monitoring documents using standard document management programs to register documents, maintain databases, and produce logs, transmittals, and other reports as required.
- Maintain an established data distribution system and schedule for the assigned project based upon client, project, department, and supplier requirements.
- Maintaining a clear overview of the status of outgoing and incoming project documents.
- Managing manual and computer system documentation records for in compliance with all quality and regulatory requirements.
- Answers phone calls and directs callers to appropriate personnel, schedules appointments, signs for incoming packages, and assists clients and other visitors.
- Reviewing and proofreading documents for consistency of document format and system concerns.
- Completing and maintaining control records to verify completeness and accuracy of data.
- Preparing document transmittals and front sheets.
- Expediting the timely document flow between company and their clients.
- Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.

Permasteelisa Group Gartner – Riyadh, Saudi Arabia
October 2019 to October 2020

Document Controller

Project:

- 1) King Abdullah Finance District (KAJD)

Duties & Responsibilities:

- Overall, in charge of the submission of documents to the Consultant, Client, and documentation Control.
- Inspection Request (IRE), Document Submittal, Material Submittal, (MAR) Material Approval Request.
- Keeping all document data into the standard registers ensures that the information is accurate and up to date.
- Controlling issuance of document numbers, including maintenance of proper document registers for the project.
- Generating various document control reports as required.
- Typing site documents and follow up of all site requirements.
- Maintaining and updating records of all approved documents and their distribution clearly.
- Used web-based sharing tools.
- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Using Aconex (Submitting and Receiving Documents MAR, Method Statement, ITP Inspection Test Plan & Letters through Aconex) Electronic Documents Management System
- Responsible for the Preparation and management of the Document Distribution Matrix (DDM) for each Department and verifying of information entered by the originator of the document.
- Preparing handover documents of Material handover and door keys handover of towers.
- Collect daily, weekly or monthly timesheets.
- Prepare employees' compensation by the end of each month.

Al Ghurair Construction (Aluminum) - Riyadh, Saudi Arabia.
February 2017 to February 2019.

Document Controller

Project:

- 1) Riyadh Metro Project
Client: Al Riyadh Development Authority.

Duties & Responsibilities:

- Overall, in charge of the submission of documents to the Consultant, Client, and documentation Control.
- Material Inspection Request (MIR), Document Submittal, Material Submittal, Site Clarification, (MAR) Material Approval Request.
- Affix receiving stamps on all correspondence, transmittal sheets, recording the date and time of receipt as well as signature. A copy of the received correspondence & transmittal sheet should be returned to the originator (Client, Subcontractor & supplier).
- Keeping all document data into the standard registers ensures that the information is accurate and up to date.
- Controlling issuance of document numbers, including maintenance of proper document registers for the project.
- Generating various document control reports as required.
- Typing site documents and follow up of all site requirements.

- Maintaining and updating records of all approved documents and drawings and their distribution clearly.
- Used web-based sharing tools.
- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- **Using Aconex** (Submitting and Receiving Documents MAR, IR, Invoices, Method Statement, ITP Inspection Test Plan, Pre-Qualification, Test Procedure & Letters through Aconex) Electronic Documents Management System.
- Preparing letters, handling office stationery, receiving & sending Currier and distributing to concerned person and other administrative jobs.
- Responsible for the Preparation and management of the Document Distribution Matrix (DDM) for each Department and verifying of information entered by the originator of the document.
- Controller all Time Sheet of Riyadh Metro Project (Under Al Ghurair), preparing daily manpower report.
- Collect daily, weekly or monthly timesheets.
- Prepare employees' compensation by the end of each month.

**Saudi Oger Ltd. – Riyadh, Saudi Arabia
February 2011 to September 2016**

Document Controller

Project:

- 1) Princess Nora Bint Abdulrahman University for Woman (Completed) Client: Princess Nora
- 2) Saudi Arabian National Guards Housing Project. Client: National Housing Guards

Duties & Responsibilities:

- Maintaining document logs of all incoming & outgoing correspondence, material, shop drawing, RFI & IR.
- Release reference number for incoming & outgoing Correspondence (consultant, Client, Internal, Subcontractors & Vendors).
- Receiving and distributing soft & hard copies of all documents from Client, Consultants, Contractor, and Subcontractors & Vendors.
- Controlling issuance of document numbers, including maintenance of proper document registers for the project.
- Preparing Transmittal sheets for Inspection Requests, Material & Shop drawing submittals and send it for consultant approval, after approval of drawings, inspection request, material submittal, RFI & IR distribute to related department & subcontractor & preparing letters etc.
- Keeping Specification properly.
- Using FDI Software for receiving approved drawings, Documents from Oger International.
- Electronic Documents Distributions.
- Maintaining and updating records of all approved documents and drawings and their distribution clearly.
- Make sure that controlled copies of the latest approved documents and drawings are given to the appropriate staff, subcontractors, and suppliers as applicable
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Responsible for the Preparation and management of the Document Distribution Matrix (DDM) for each Department and verifying of information entered by the originator of the document.

- Maintain the files and control logs as required by the project.

Al Majal International Trading & Contracting Co. W.L.L. - Doha, Qatar

May 2008 to December 2010

Document Controller

Project:

- 1) Al Maha Sofitel Hotel Project (Change in Park Hyatt)

Client: Al Mirqab Tourist Company

Duties & Responsibilities:

- Maintaining document logs of all incoming & outgoing correspondence, material, shop drawing, RFI & IR.
- Release reference number for incoming & outgoing Correspondence (consultant, Client, Internal, Subcontractors & Vendors).
- Receiving and distributing soft & hard copies of all documents from Client, Consultants, Contractor, and Subcontractors & Vendors.
- Preparing Transmittal sheets for Inspection Requests, Material & Shop drawing submittals and sending consultant approval, after approval of drawings, inspection request, material submittal, RFI & Distribution to related department & subcontractor & preparing letters etc.
- Controlling issuance of document numbers, including maintenance of proper document registers for the project.
- Keeping Specification properly.
- Keeping all drawing files properly and have updated drawing log.
- Superseded drawings to be folded and kept separately.
- Proper filing to be done with labels so it should be easy to find out for any of our staff responsible, filing all documents day to day.
- Responsible for the Preparation and management of the Document Distribution Matrix (DDM) for each Department and verifying of information entered by the originator of the document.
- Electronic Documents Distributions.
- Preparing letters, handling office stationery, receiving sending Currier and distributing to concerned person, arranging office for new staff and other administrative jobs.
- Collect daily, weekly or monthly timesheets.
- Prepare employees' compensation by the end of each month.

ALEC, Al Jaber Engineering & Contracting – Abu Dhabi (UAE)

May 2005 to August 2006

Document Controller

Project:

- 1) Abu Dhabi Airport Extension
- 2) Shangri-La 7 Star Hotel, VIP Villas & Staff Apartment.

Client: Al Jaber Energy Services.

Duties & Responsibilities:

- Maintaining document logs of all incoming & outgoing correspondence, material, shop drawing, RFI & IR.
- Release reference number for incoming & outgoing Correspondence (consultant, Client, Internal, Subcontractors & Vendors).
- Receiving and distributing soft & hard copies of all documents from Client, Consultants, Contractor, and Subcontractors & Vendors.
- Preparing Transmittal sheets for Inspection Requests, Material & Shop drawing submittals and send it for consultant approval, after approval of drawings, inspection request, material submittal, RFI & IR distribute

to related department & subcontractor & preparing letters etc.

- Controlling issuance of document numbers, including maintenance of proper document registers for the project.
- Keeping Specification properly.
- Keeping all drawing files properly and have updated drawing log.
- Superseded drawings to be folded and kept separately.
- Proper filing to be done with labels so it should be easy to find out for any of our staff responsible, filing all documents day to day.
- Responsible for the Preparation and management of the Document Distribution Matrix (DDM) for each Department and verifying of information entered by the originator of the document.
- Used Aconex Software & Electronic Documents Distributions.

Pearl Safe Deposit Vault Pvt. Ltd, - Mumbai, India

August 1998 to April 2005

Document Controller & Administration

Duties & Responsibilities:

- Receiving and distributing all documents. Maintaining document logs (incoming & outgoing).
- Preparing letters, Handling petty cash, cash deposit in bank account, reconciliation of monthly bank statement and other administrative jobs.

Education Qualification

- Bachelor of Arts, In Mumbai University, (Economics & Geography)
- Higher Secondary School Certificate in Kolhapur Board.
- Secondary School Certificate in Kolhapur Board.

Additional Qualification

- Diploma in Computer Application
- Windows – 2000 MS Word, Excel, Power point.
- Outlook, Internet.
- Aconex
- PM Web

Personal Qualities

- Punctual and hard work
- Able to work under strenuous conditions

- Client satisfaction is the basic motive
- Good team player and Multitasking capabilities
- Proven initiative and ability to work with minimal Supervision
- Excellent organizational and motivational skills
- Self-driven and motivated

Personnel Details

Date of Birth : 5th February 1976
Marital Status : Married
Languages Known : English, Urdu, Hindi, and Marathi & Arabic.
Nationality : Indian
Hobbies : Interacting with New People, Reading and Traveling
Visa Status : Employment Visa (Transferable)

Passport Details

Passport No : U 0664463
Place of Issue : Riyadh - KSA
Date of Issue : 31/12/2019
Date of Expiry : 30/12/2029

Declaration

I hereby declare that all the above stated information is true and correct to the best of my knowledge and belief.

Place : Kingdom of Saudi Arabia

Yours faithfully

Date : _____TILL_____

Zaheer A. Hawa