

## NISAR KHAN

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### CAREER OBJECTIVE

I am looking for a challenging position where I could be productive and contributive member of the team or organization to utilize my skills of 10+ years' work experience in the field of document control, system support, product presentation, office administration and project support system.

my profile will be suited for the position of. **Document Controller & Operation Supervisor** to manage and coordination all document control functions of DCC (Document Control Center) in QA/QC Department. & **Operation Supervisor** Heavy Equipment Dept.

### EDUCATION

- Diploma in DCPA (Diploma in Computer Programming and Application) from AISECT - 2006
- Higher Secondary School Certificate (Matriculation) passed in year 2004.

### COMPUTER PROFICIENCY

- Well versed with ORACLE-QC, ERP module.
- Good knowledge in MS office (Word, Power point, Presentation, Excel, DOS)
- Correspondence through MS outlook.
- Proficient in Windows Operating systems (XP, 2000, 2003, 2007, Vista, Windows 7)
- Complete exposure in computer working environment.
- Diploma in DCPA (Diploma in Computer Programming and Application)

### WORK EXPERIENCE

#### EMPLOYMENT:

#### GULF EXPERIENCE

**Company:** Al-Shalawi International Holding Co  
**Department:** Operation Dept  
**Period:** 21-Oct-21 To continue.  
**Job Title:** Operation Supervisor  
**Project:** Al Shalawi Central Workshop



#### NATURE OF WORK PERFORMING IN BRIEF:

- Coordinates daily and weekly activities, planning workloads and staffing accordingly.
- Accountable for logistics, operations and discipline of employees, and conflict resolution
- Prepared monthly Time sheet of equipment's and operators in the ERP system.
- Train employees on job specific duties and develops employees through coaching.
- Assist Operations Manager with planning and projects and operations process.
- Effectively communicate with projects, workshop and employees
- Coordinate with other HR, finance departments within the company for employees' issues.

- Respond to & solve operations and logistics problems.

Company: **SAUDI BIN LADIN GROUP-PBAD**  
 Department: **MEP QA/QC**  
 Period: **Since February 2012 to 20-10-21.**  
 Job Title: **Document Controller**  
 Project: **King Abdullah Bin Abdul Aziz 3rd Expansion of Holy Haram Masjid- SHAMIYA**



**NATURE OF WORK PERFORMING IN BRIEF:**

- To ensure that all documents are well checked and submitted on time
- Prepare and timely submission of Work inspection Request & Material inspection Request by Manually and by using the tool ORACLE.
- Maintaining the log sheets for WIR & MIR.
- Receiving and maintaining the field memos, Site instruction, NCR (Non conformation report) from the consultant and distributing the same to the concerned departments.
- Tracking the MSR from the material department for the timely completion of the MIR.
- Responsible for document controlling, before submitting a document & file must first be checked and approved.
- Managing out-going correspondence's reference number and process through the proper channel.
- Well versed and Able to establish and maintain a system for filing and registration for the project, Documentation & record keeping.
- Ensure that the latest revision of all documents produced for the project are recorded and distributed to all concerned dept. engineers.
- Maintaining the documents and reports as per the guidelines of ISO standards. Major Projects Handled at SAUDI BIN LADIN GROUP

Period: **JUN 2008 to Feb 2012**  
 Job Title: **Asst. Document Controller at QA/QC Dept.**  
 Project Name: **DOKA (Makkah Clock Tower)**



**NATURE OF WORK PERFORMING IN BRIEF:**

- Handling Warehouse Operations.
- Manage and troubleshoot documentation workflows.
- Computer operation (MS Word and Excel). Ability to input, retrieve and compile data/records.
- Day to day Secretarial job. (Drafting memo's & arranging mails).
- Maintenance & Records & Documents.

Company: **MSC Company for Trading Est.**  
 Period: **August 2006- May 2008**  
 Job title: **Clerk**

**PERSONAL DETAILS**

- Religion: **Muslim**
- Nationality: **Indian**
- Marital status: **Married**
- Passport No: **N2986569**
- Date of Birth: **15-Feb- 1985**
- Languages: **Arabic, English, Hindi, Urdu**
- Permanent Address: **Jhariya, Churu, Rajasthan, India - 331001**

EMP. NO. 9047636

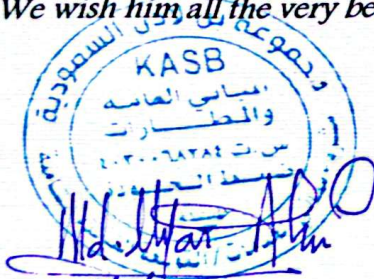
Date, 14-09-2021

## To whom it may concern

*This is to certify that Mr. Nisar Khan Mushtaq Khan, holder of Indian Passport No. N2986569 has worked in Our Organization as a Mechanical Coordinator, for the execution of Shamiyah Extension of Holy Haram Project & King Abdullah Service Building Project in Makkah from 24-Feb-2013 to till date.*

*We found him knowledgeable, hard working & reliable in the above specific field and extremely capable of carrying out his duties to the fullest satisfaction.*

*We wish him all the very best for his future endeavors.*



**Mohammed Ilyas Ali**

**QA/QC Manager**

**Saudi Binladin Group - PBAD (SHAMIYAH Project)**



Regd. No.: 4888/97

Enrolment No. : R 038 101 174334  
Location : CHURU



# ALL INDIA SOCIETY FOR ELECTRONICS AND COMPUTER TECHNOLOGY

E-8/54, BHARAT NAGAR, BHOPAL, [MADHYA PRADESH]

[NATIONAL CENTER FOR ELECTRONICS AND INFORMATION TECHNOLOGY  
SET UP UNDER CORE SUPPORT DEPTT. OF SCIENCE AND TECHNOLOGY (GOVT. OF INDIA)]

Certified that,

*Mohd. Nisar Khan*

Attended the,

**Diploma in Computer Programming and Applications (DCPA)**

During

**Jul. 2006 to Jun. 2007**

Conducted by All India Society Electronics and Computer Technology

and obtained the grade "A"

In recognition of his/her success this

DIPLOMA is awarded





# ALL INDIA SOCIETY FOR ELECTRONICS AND COMPUTER TECHNOLOGY

Office : E-8/54, Bharat Nagar, Bhopal  
National Center for Electronics and Information Technology  
Set up under core support from Deptt. of Science and Technology (Govt. of India)

## STATEMENT OF MARKS

NAME : MOHD. NISAR KHAN  
COURSE : D.C.P.A.  
REGS. NO. : R038 101 174334

SESSION : JUL -2006  
B. CODE : R038

Subject	Max. Marks			Min. Marks			Marks Obt.			TOTAL
	THE.	PRA.	ASG.	THE.	PRA.	ASG.	THE.	PRA.	ASG.	
1. FUNDA. OF COMPUTER & IT	60	25	15	24	10	06	43	20	10	73
2. OPERATING SYSTEM (DOS/ WINDOWS 98/2000)	60	25	15	24	10	06	47	20	10	77
3. MS-OFFICE ( WORD/EXCEL/ POWERPOINT )	60	25	15	24	10	06	44	21	11	76
4. PROG. CONCE. & TECHNIQUES & PROGRAMMING IN FOXPRO	60	25	15	24	10	06	48	19	10	77
5. PROGRAMMING IN C++	60	25	15	24	10	06	40	18	9	67
6. PROGRAMMING IN VISUAL BASIC	60	25	15	24	10	06	43	20	11	74
7. DTP ( PAGE MAKER )	60	25	15	24	10	06	44	20	11	75
8. INTRO. TO WEB TECH. ( INTERNET .HTML. FRONTPAGE)	60	25	15	24	10	06	42	19	10	71
<b>Total</b>	<b>480</b>	<b>200</b>	<b>120</b>	<b>192</b>	<b>80</b>	<b>48</b>	<b>351</b>	<b>157</b>	<b>82</b>	<b>590</b>
Project		100			40			76		76
<b>Grand Total</b>										<b>666</b>

GRADATION		
Grade	Marks	Rating
A+	80-100%	Excellent
A	70-79%	Very Good
B+	60-69%	Good
B	40-59%	Average
A	70-79%	Fall

PERCENT (%) : 83.25  
RESULT : PASS  
GRADE : A+

  
**BRANCH MANAGER**  


  
**DIRECTOR GENERAL**  