



MUSTAFA NASRAT KHAN

DOCUMENT CONTROLLER

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 Riyadh – Saudi Arabia.  mpservices703@gmail.com

Sub: Application for the post of: -

Document Controller

Dear Sir,

With reference to the above-mentioned subject, I avail this opportunity to introduce myself **Mustafa Nasrat**. I am in a field where creative and logical thinking is must and I am confident that I do justices to my work with my talent and skills.

Being actively involved in the field of **(QA / QC Department)** for **5+ years in (Al Muhaidib Construction Company & Ayan Group of Companies Kingdom of Saudi Arabia)**, I have gained wide experience. This experience had benefited me professionally and broadened my creative and logical thinking.

I'm enclosing here my Resume for your kind consideration of my candidature and hope that I may get an opportunity to prove my worthiness.

Keeping in view of my qualification, knowledge and experience, I am confident that I can fulfil the abovementioned assignment perfectly and live up to your expectations.

Thank you for taking the time to review my resume.

Looking forward for a favourable response.

Yours Sincerely,

MUSTAFA NASRAT KHAN

Mustafa Nasrat Khan

Summary

Motivated Document Controller with 5+ years of organizational expertise. Exceptional at providing services in the area of operations documentation management, including implementation of automated documents for systems generation with an eye to future updates and modifications.

Easy going by nature and able to get along with both work colleagues and senior managers, currently looking for suitable Document Controller Position.

EDUCATION

- ***B.I.T (HONS)** – University of Peshawar Pakistan
- ***F.s.c:** Board of Intermediate and Secondary Education Peshawar Pakistan
- ***S.s.c:** Board of Intermediate and Secondary Education Peshawar Pakistan
- ***Nebosh** – HSE
- ***IOSH** – Managing Safety

WORK EXPERIENCE

April 2015 – August 2017,

Document Controller | Jeddah

QA / QC Department

Al Muhaidib Construction Company, Jeddah Airport – Saudi Arabia

1. King Abdel-Aziz International Airport Development Project (KAIA)

September, 2021 – 01 Sep, 2023

2. Kendana Project

14 Oct, 2023 – Present

**Document Controller
QA / QC Department**

Modern Building Leaders (MBL) Prince Bader Project Riyadh – Saudi Arabia

Duties & Responsibilities:

- Performing Q.C responsibilities, Making & submitting Inspection Request's for all site Engineer's ○
Preparation of daily work progress report
- Preparation & submitting of manpower report
- Reports to the Project QA/QC Manager
- Ensure that all controlled Quality documents related to the Project are maintained to the latest issue, and that these documents are made available at all locations where operations essential to the effective functioning of the Quality Management System are performed.
- Verify that only the last revision drawings, submittals, etc. are distributed to all locations and involved parties concerned including sub-contractors.
- Ensure that all obsolete documents shall be withdrawn and stamped 'Superseded' if retained for record purposes.
- Maintain project drawing/documents distribution record
- Control & maintain the system for issuance recording / filing, tracking, Retrieval of documents like procedures, plans, QA/QC records, Specifications, drawings and related documents.
- Responsibilities include record keeping, all documents such as specification procedures, inspection schedule and records, surveillance report, inspection release notice and quality records book with numbering system according to project filing procedure. Handling of all engineering documents. Controlling all records and sub-contractor's documents.
- Prepare all documents based on the quality procedures for internal and external audit. Transmittal of drawings, quality procedures, related documentation to the concerned contractors, departments, vendors and client.
- Maintaining all correspondence and other transmittals from the Clients and other contractor / suppliers / vendors etc. in a systematic way to facilitate an easy reference at all time.
- Submitting technical documents for review and approval.
- Well aware of all types of quality documents like ITP, Checklist, RFI, method statements, Non conformance report, Technical queries, Inspection assignment package, Disposition Report, Material Request, Technical Approval Request, Hydro test packages and other miscellaneous project contract documents.

PERSONAL ATTRIBUTES & STRENGTHS

- Good communication skills with good analytical, logical & problem-solving ability.

- Ability to work in a fast-passed changing environment.
- Motivated & committed to excellence.
- Willing to do work in flexible hours.
- Can easily adopt any environment & can use my skills to contribute positively to any Work situation.
- Strong sense of E-mail / Internet, Outlook Express Etc.
- Commercial Letter Writing and Drafting of Business Reports by using Word & Excel. Self Correspondence.
- Excellent Written, Oral and Phone Communication Skills, Commitment to superior Customer Service.
- Punctual, accurate, quick learner, honest, sincere, and smart & hard working, Need very less supervision.
- An asset to the organization, Responsible towards the business growth of the organization.

TECHNICAL SUMMARY

Accounting Packages	Tally
System hardware	Assembling, Disassembling, Troubleshooting Desktop & Laptop.
OS & Application	Windows 7, 8 & XP, MS Office 2017 (MS Word, MS-Excel, MS PowerPoint, MS Outlook). Adobe Acrobat – Advanced

PERSONAL INFORMATION

Marital Status : Married
 Gender : Male
 Religion : Islam
 Nationality : Pakistani
 Date of Birth : 02-04-1988
 Languages Known : English, Arabic, and Urdu.
 Iqama Status : Valid Transferable

I hereby declare that all the facts mentioned above are true to the best of my knowledge and can provide proof whenever required.

REFERENCES

Available upon request.