

CURRICULUM-VITAE

SARWAR ALAM

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➤ Transferable IQAMA # 2554419248 (Riyadh-KSA)

- **BCA** (Bachelor of Computer Applications & Data Information Management) with 20 years of experience in *Document Management of Qatar, United Arab Emirates, Iraq, Kuwait and Saudi Arabia.*
- **Master of Arts** from Aligarh Muslim University, Aligarh, India
- Certified in **QMS ISO 9001:2015 Internal Auditor** Training from TKA – Berkshire – UK
- Pursuing **IGP (Information Governance Professional)** from ARMA International - USA

Application For: **Document Control Manager**

Professional Summary

Accomplished Document Management Manager with over 20 years of expertise in document control, information management, and project coordination across diverse industries including construction, oil & gas, and real estate. Adept at implementing Electronic Document Management Systems (EDMS) like ECMS (Aconex), RMPMIS and SharePoint, ensuring compliance with industry standards such as ISO 9001:2015. Proven leadership in overseeing document workflows, version control, and audit processes for large-scale multidisciplinary projects across the Middle East and beyond. Demonstrated ability to streamline operations and improve document accessibility, contributing to project efficiency and compliance.

Personal Details:

- Date of Birth : 03 January 1984 (Age: 42)
- Current Position : Document Control Manager
- Company : Al-Rajhi Building & Constructions Co., Saudi Arabia
- Marital Status / Nationality : Married / Indian
- Religion / Hobbies : Islam / Reading, Watching News, Playing Cricket & Football, Badminton.
- Languages : English, Hindi, Urdu, Arabic & Persian

Passport Details:

- Passport Number : C-2068598
- Date of Issue : 15 October 2024
- Date of Expiry : 14 October 2034
- Place of Issue : Riyadh, Saudi Arabia

Notice Period : **Immediate**

Expected Salary : As per company standards / (Negotiable)

Certification and Approvals:

- **Approved** "Document Control Manager" from **Royal Commission of Jubail & Yanbu (Riyadh), KSA**
- **Approved** "Document Control Department Manager" from **Riyadh Region Municipality (Amanah) – KSA**
- **Approved** "Technical Assistant" from **ADCO (Abu Dhabi Company for Onshore Oil Operations)/ UAE.**
- **Certified Document Controller / EDMS** from Zabeel Institute of Technology & Management - Dubai (Attested and verified by Ministry of Education – United Arab Emirates (UAE)).

Qualifications:

- **BCA (Bachelor of Computer Applications)** in 2004 with First Division from MCRP University – India

- Mater of Arts (Urdu Language and Literature) from Aligarh Muslim University, India
- Diploma in **Multi Modal Transport (Containerisation) & Logistics Management** in 2014 from Institute of Rail & Transportation, New Delhi - India
- Certified in **Computer Document Control / (EDMS)** from Zabeel Institute – Dubai – UAE in 2010
- Certified in **QMS ISO 9001:2015 Internal Auditor Training** from TKA – Berkshire – UK
- **Aconex Accredited Professional** from Oracle University, Scored 80% Marks.
- Certified **Mastering Aconex: Complete Guide to Document Control** from Udemy, KSA.
- Certified in **Technical Writing: Principles & Best Practices** from Alison Academy.
- Certified in **Self & Time Management Skill** from Tatweer – Abu Dhabi – UAE
- Trained in **MAXIMO 7 Integrity Management Database** from ADCO Training Centre – UAE
- Trained in **CREDO 5 Corporate Database** from ADCO Training Centre – UAE
- Certified in **H2S (Hydrogen Sulphide) & Breathing Apparatus** from GTSC - Abu Dhabi / UAE
- Certified in **Basic First Aider** from GTSC - Abu Dhabi / UAE
- Certified in **Basic First Aid & Emergency Response** from Khalifa Hospital - Qatar
- Trained in **Stores & Procurement Management** from Six Construct – Qatar
- Trained in **COVID-19 Vaccine in the Workplace** from American Society of Safety Professional – Kuwait Chapter.
- Certified in **Strategic Cost Management** from Digital Adda – Ministry of MSME, Government of India.
- Certified in **Microsoft Power BI** from Digital Adda - Ministry of MSME, Government of India.

Key Skills

- **Document Control & Management:** Expert in managing document lifecycles, including creation, approval, version control, archiving, and retrieval. Prepare SOP for Document Management.
- **Electronic Document Management Systems (EDMS):** Proficient in Aconex, PMWeb, SharePoint, Documentum, RMPMIS, Maximo, Credo, and other EDMS platforms.
- **Version Control & Metadata Management:** Skilled in maintaining accurate version histories and applying consistent metadata for document retrieval.
- **Compliance & Auditing:** Knowledgeable in ISO 9001:2015 standards for document control and quality management systems (QMS), experienced in preparing for internal audits and support external audit teams to sort out the issues during audits.
- **Project Documentation:** Experienced in managing technical documentation for multidisciplinary projects, coordinating with engineering, procurement, and construction teams to ensure timely and accurate delivery like, Document Transmittal, Checklists, Material Submittals, Method Statement, RFI, NCR (Non-Conformity Reports, Letters, Invoices etc.
- **Data Governance & Security:** Strong understanding of data privacy and confidentiality protocols for managing sensitive information.
- **Process Improvement:** Ability to optimize document control workflows to improve efficiency, compliance, and accessibility.
- **Leadership & Training:** Experienced in managing document control teams, providing training on document control processes, and overseeing quality assurance in documentation handling, Archiving and records management.

- **IT & Technical Support:** In-depth knowledge of database management, system integrations, and troubleshooting in IT environments, with a strong background in Computer Applications.

Computer Proficiency:

- MS-Office (MS Word, MS Excel, MS PowerPoint) EDMS, MS-Teams.
- ECMS (Aconex), PMWeb, SharePoint, MAXIMO 7, CREDO 6, RMPMIS.
- Microsoft Power BI, MS Outlook Express, MS-Visio, AutoCAD Basic.
- Data Downloads/uploads & Archiving Management & Records / Library Management

Experience Details:

Sr. #	Company Name	Country	Designation	Client Name	Project Details	Period
1	<u>AL-RAJHI BUILDING & CONSTRUCTIONS CO.</u>	SAUDI ARAB	Document Control Manager (HQ)	Sports Boulevard Foundation (SBF), Riyadh, KSA	Multiple Sports & "Active Lifestyle" Facilities: Cycling paths, Pedestrian pathways, Horse-riding trails, Multidisciplinary Sports zones.	2-Feb-2025 to Till Date
2	<u>SERTAH UNITED GROUP</u> (Construction, MEP & Fit-Out Management)	SAUDI ARAB	Document Control Manager	Dar-Al-Arkan	Design & Construction of 45 Units Villas in Riyadh City.	8-Sep-2024 to 24-Jan-25
2	<u>ARABTEC JARDANEH ENGINEERS & PARTNERS</u> (Consultant) PMO – AJI Saudi Riyadh, Saudi Arabia)	SAUDI ARAB	Document Control Department Manager	Riyadh Region Municipality (AMANA)	Establishment of Project Management Office (PMO) to Manage Projects, Assets and Facilities in Riyadh Region Municipality.	7-May-23 to 26-Aug-24
3	<u>UNITED GULF CONSTRUCTION COMPANY WLL (UGCC), KUWAIT</u>	KUWAIT	Lead Document Controller	CH2MHILL / HALCROW GROUP LTD.	Construction, Completion and Maintenance of Road and Interchange on the existing 6th Ring Road to Interchange 82 Contract # RA-259. [PROJECT VALUE: KWD: 149 million	12-Jan-18 to 28-Feb.23
4	<u>HDGSK-JV - IRAQ</u> (A Joint Venture of Hyundai Engineering, GS Engineering, SK Engineering & Hyundai E&C), Iraq	IRAQ	Document Controller	State Company for Oil Project (SCOP), IRAQ	Karbala Refinery Project IRAQ Project Value: USD 6.04 Billion	25-Aug-15 to 26-Jul-17
5	<u>EMDAD LLC</u> Abu Dhabi – UAE	UAE	Document Controller / Technical Assistant	ADCO (Abu Dhabi Company for Onshore Oil Operations)	Provision of Cathodic Protection on Wellhead Casing in ADCO BAB, Bu-Hasa and Ruwais Fields as an EPC Contractor	11-Nov-08 to 04-Jul-15

6	SIX CONSTRUCT - MIDMAC JV - QATAR	QATAR	Document Controller	QIPCO Holding Company (Design Consultant: Consult Mounsel)	The Construction of 52 Story High Rise Building with Helipad, SIXCO-MIDMAC-JV Project Value: QR 600 million	17-Sep-06 to 26-Oct-08
7	AHLUWALIA CONTRACTS (India) Ltd, India	INDIA	DC cum Office Coordinator	NHAI	NH-24 Construction and Maintenance from Delhi-To Moradabad.	April-2004 to Aug.2006

Experience Details:

- 1. Client** : Sports Boulevard Foundation, Riyadh, Saudi Arabia
Sponsor : Al-Rajhi Building & Constructions Co., Riyadh, Saudi Arabia
Project : Multiple sports & “active lifestyle” facilities: cycling paths, pedestrian pathways, horse-riding trails, Green Walls, Paddock, Gym Center, Wadi Hanifah, multidisciplinary sports zones.
Position : Document Control Manager (HQ)
Duration : 2-Feb-25 – To – Till Date
Reporting to: Project Director / CEO. (15 months)

Job Duties/Responsibilities:

- Responsible for managing an Electronic Document Management System (EDMS) using Oracle Aconex - a cloud-based collaboration platform specifically designed for managing construction and engineering documents.
- Control, organize, and maintain all project documentation to ensure accuracy, completeness, and compliance with company and client standards.
- Prepare and submit various types of documents for consultant review, approval, and information, including shop drawings, design drawings, material submittals, calculations, reports, WIR, MIR, ITP, MST, PRO, DTP, DRP, WPR, MPR, payment applications, letters, general correspondence, RFI, and more.
- Collaborate closely with project managers and team members to maintain document flow and effective communication throughout the project lifecycle.
- Create and maintain comprehensive log sheet registers for all project documentation to enable accurate tracking and audit readiness.
- Implement document control procedures in compliance with company and client policies, ensuring consistency and standardization.
- Participate in weekly and monthly project meetings to review progress, resolve issues, and update project documentation.
- Organize work in line with the project timeline, ensuring document management supports project deadlines.
- Follow up with consultant Document Controllers to ensure timely review and approval of submitted documents.
- Design and implement an efficient filing structure to maintain a well-organized record of all project documents.
- Maintain document distribution matrices and schedules, ensuring all team members have access to the latest, approved documents.
- Update and manage document records in SharePoint and the local server for both active and closed projects.
- Handle large-scale documentation tasks across mega projects, ensuring comprehensive control and traceability throughout the project lifecycle.
- Develop, implement, and manage the document control framework, policies, and procedures for all projects across multiple locations.
- Ensure compliance with company standards, ISO 9001, and project-specific document control requirements.
- Manage and oversee the Electronic Document Management System (EDMS) and ensure efficient document flow across all departments and projects.

- Establish and maintain document numbering, filing, and retrieval processes in line with company standards.
- Ensure proper version control, document distribution, and archiving project documents.
- Supervise and guide a team of document controllers at different project locations, ensuring standardized document handling procedures.
- Develop and present weekly, monthly, and ad-hoc reports on document control activities to the CEO and Projects Director.
- Monitor key performance indicators (KPIs) and continuously improve document control processes for efficiency and accuracy.
- Support the company's digital transformation initiatives by improving document control automation and workflows.
- Act as the primary point of contact for document control-related queries and coordination between the head office and projects sites.
- Ensure seamless document flow between internal teams, subcontractors, and external consultants.

2. Client : DAR-AL-ARKAN - Saudi Arabia

Sponsor : Sertah United Group, Riyadh, Saudi Arabia

Project : Design, Engineering & Construction of 45 Villas in Al-Narjish District Riyadh.

Position : Document Control Manager

Duration : 8-Sep-2024 – To – 24-Jan-2025

Reporting to: Project Director / CEO.

(5 months)

Job Duties/Responsibilities:

- Oversaw the development and implementation of document control systems to ensure compliance with industry standards and regulations.
- Update Incoming & Outgoing Correspondence Register/Logs.
- Prepare and control of all kinds of projects documents movement like; Letters, Checklists, Transmittal, Material Submittals, RFI, Method Statement, Project Plan/Schedule, Minutes of Meeting, Internal Memo.
- Print, Copy, Scan, rename and save the documents in SharePoint database in respective folders.
- Responsible to sending emails with attachments to the departments concerned for the smooth operation of projects.
- Managed the lifecycle of documents, including creation, review, revision, and archiving, to maintain accurate and accessible records.
- Collaborated with cross-functional teams to establish best practices for document management and streamline workflows.
- We conducted training sessions for staff on document control procedures and software systems to enhance organizational efficiency.
- Monitored and ensured adherence to quality assurance protocols and audit requirements, resulting in improved operational compliance.
- Lead continuous improvement initiatives to optimize document processes, reducing retrieval time and minimizing errors.

3. Client : PMO Riyadh Region Municipality (AMANAH) - Saudi Arabia

Sponsor : Arabtec Jardaneh & Partners (Consultant)

Project : Establishment of Project Management Office (PMO) to manage Projects, Assets and Facilities in Riyadh Municipality.

Position : Document Control Department Manager

Duration : May-2023 – To – September 2024.

Location : Riyadh – Saudi Arabia

Reporting to: Project Director / General Manager / Deputy Mayor.

(1+ year)

Job Duties/Responsibilities:

- Follow-up of ECMS (Enterprise Content Management System)-Aconex, RMPMIS Corporate Database), EPMO (Entity Project Management Office), GDMP (General Directorate of Municipal Projects), MOMRA (Ministry of Municipal & Rural Affairs) & PDM (Project Delivery Manual) following EXPRO Guidelines for the smooth operations of PMO.
- Develop Document Management Operating Procedures, Guidelines, Templates, Checklists, Forms. Etc.
- Develop Standard Document Numbering Procedure and get approval from the Client (Riyadh Municipality).
- Develop Riyadh Municipality Document Hard Copy Filing Procedure and get approval from the Client (Riyadh Municipality).
- Manage, configure and audit the ECMS (Enterprise Content Management System) - RMPMIS to ensure attributes and workflows are being used correctly.
- Managing the team budget, reporting on hours, staffing and training for all personnel in the document management team, as well as coordination with the Entities and Contractors regarding their submittals. Coordinate lessons learned and support continuous improvement of work processes.
 - Demonstrate excellent communication skills in interactions with colleagues and stakeholders.
 - Coordinate and collaborate with team members to achieve project objectives and deadlines.
 - Take full ownership of assigned tasks, demonstrating a sense of responsibility and accountability.
 - Ability to produce documents to a professional standard.
 - Write processes and procedures: Document the steps, rules, and guidelines for performing a task or activity.
 - Verify and review the work of others to ensure accuracy and quality.
 - Exhibit strong problem-solving skills to overcome challenges and find effective solutions.
 - Display initiative by taking proactive steps to complete tasks without waiting for explicit instructions.
 - Utilize presentation software such as PowerPoint and Word to create compelling presentations and reports.
 - Proficiently handle spreadsheets in Excel to organize and analyze data.
 - Analyze and think through complex issues, devising strategies to overcome obstacles.
 - Ability to visually represent processes and workflows using flowcharts to document processes and procedures effectively.
 - Participate in crafting comprehensive job descriptions for various roles within the organization.
 - Possess knowledge of tender processes to engage in procurement-related activities effectively.

4. Client : PART (Public Authority of Road and Transportation, Ministry of Roads & Public Works) – Kuwait
 Consultant : CH2M HILL / Halcrow Group Ltd.
 Contractor : MCC (Metallurgical Corporation of China)
 Sponsor : United Gulf Construction Company W.L.L - Kuwait
 Project : Construction, Completion and Maintenance of Road and Interchange on the existing 6th Ring Road to Interchange 82 [PROJECT VALUE: KWD 149 MILLION]
 Position : **Lead Document Controller**
 Duration : Jan 12, 2018 – to – 28-Feb-2023
 Reporting to: General Manager / Project Manager (Mr. Anand Balasubramanian) (5.2 years)

Job Responsibilities:

- Responsible for controlling the numbering, filing, sorting and retrieval of electronically stored or hard copy documentation produced by technical teams, projects or departments in a timely, accurate and efficient manner.
- Responsible to prepare Transmittal / Checklist, Update IN / Out Log for all documents.
- Responsible to prepare, manage and file documents for our projects. Include typing contracts, archiving files and ensuring all team members have access to necessary documentation.
- Receives, catalogues and stores hard copies and electronic copies of all technical drawings, reports, all incoming and outgoing letters and related information in an orderly manner, in line with policies and procedures.
- Allocates and controls the document numbering system for the project work.
- Works with precision to ensure that all electronic and hard copy filing is accurate and is easily retrievable.

- Responds in a timely manner to requests to retrieve information, information searches and general requests for support from project/department personnel. Accurately updates information as required.
- Makes sure that controlled copies of 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. Check for accuracy and edit files, like contracts, ITP, Method Statement.
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams. File documents in physical and digital records.
- Retrieve files as requested by employees and clients.
- Maintain confidentiality around sensitive information and terms of agreement.
- Prepare ad-hoc reports on projects as needed.

5. Client : SCOP (State Company for Oil Projects) - IRAQ

Project : Karbala Refinery Project – IRAQ (Project Value: 6.04 Billion USD)

Sponsor : HDGSK-JV (Hyundai E&C, GS E&C, SK E&C and Hyundai Engineering)

Position : Document Controller

Duration : Jan 25, 2016 – Jul. 26, 2017

(1.5 Year)

Location : Karbala - IRAQ

Report To : Project Director (Mr. Hee Su Huwang (Korean))

Job Duties/Responsibilities:

- Develop and implement processes related to document control and management.
- Checking quality of documents. Monitoring processes. Producing listings.
- Setting up project filing systems. Teaming up with other documentation groups.
- 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.
- Generate the various document control reports as required.
- Typing of site documents, and follow up of all the site needs
- Makes sure that controlled copies of 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.
- Maintain the files and control logs as required by the project.

6. Client : ADCO (Abu Dhabi Company for Onshore Oil Operations) / ADNOC GROUP – UAE

Sponsor : EMDAD LLC – Abu Dhabi (UAE)

Position : Technical Assistant / Senior Document Controller

Duration : Nov 2010-to-July.2015

(5 years)

Location : ADCO – BAB / BUHASA (Oil and Gas Operation Office)

Report To : Mr. Salah Balboul - Team Leader [Corrosion & Inspection, Lab & Pipeline]

Job Duties/Responsibilities:

- Focal point at Document Control Centre for ADCO (Onshore – Operations at Oil & Gas field / Site office) for Project Operation Management Support.
- Document control management on all Technical Support Department (Operations) like: Cathodic Protection Survey Checklist, IN's and OUT's correspondence logs updates.
- Assisting Corrosion, Inspection, Laboratory and Pipeline Engineers / Supervisors / Technicians and Foreman for report preparation, technical and general guidance as per contract procedure.
- Maintain the Master Document Register (MDR) and Document Distribution Matrix.

- Providing Onshore EDMS support and frequently travelling to onshore fields to provide Document Control support.
- Managing workflow and issuing documents by EDMS system.
- Managing Vendors and sub-contractor's documentation, Manage Document record flows for Transmittals, Drawings, Correspondence and other technical submittals.
- Controlling inspection reports, certificates, method statement, drawings, documents and final dossiers & material / equipment related documents and Controlling all Engineering queries, technical queries, RFIs, and NCR's.
- Document Control support and coordinating all information requests from Corrosion and Inspection, Production Engineering, Operation (Oil, Gas and Water wells) Supply chain management as required – Vendor information, drawings, QA/QC files.
- Coordinating of As-Built drawings and subsequent uploading into EMDS.
- Assisting in preparing the Annual Corrosion & Inspection Plan/Schedule.
- Generation of status reports, various periodical reports and CP Survey Checklist data update in CREDO database.
- Coordinating with TL (C&I) / CEs, QA/QC and conducting internal and external audits.
- Imparting EDMS training & support to company staff as required.

7. Client : ADCO (Abu Dhabi Company for Onshore Oil Operations) / ADNOC GROUP - UAE

Company : EMDAD LLC (AL- Bawardi Enterprises)

Project : EPC of Cathodic Protection of Well Casings in ADCO Fields (Bab/Bu Hasa/Neb/Sahil/Asab)

Position : Document Controller

Duration : November 2008 – November 2010 (2 Years)

Location : Abu-Dhabi – U.A.E

Report To : Project Manager – Mr. Tony Bird (Ireland, Dublin)

Job Duties/Responsibilities:

- Carries out secretarial activities such as; drafting letters, memoranda, hand-over notes, fax transmission, E-mail messages etc. from brief notes or oral instructions. Type and proof read a variety of materials including reports, statements, tabulations etc.
 - Prepare all Internal & External Transmittals Letters for All Client/Contractors/Sub-contractors
 - Dispatches outgoing mail and maintains records of documents which require Job Officer's response and follows-up necessary actions.
 - Follows-up work progress. Ensures direct delivery of confidential materials/mail. Receives and relays messages, and answers routine queries
 - Raises requests for stationery/supplies and distributes to Department's personnel as required.
 - Maintains and updates filing system. Coordinates and follows-up with concerned personnel on matters related to visas, security passes, transport, accommodation etc. when required.
 - Performs assigned tasks according to Company's policy, procedures, secretarial and administrative standards.
 - Exercises latitude when preparing documents for presentation and while making appointments.
 - Data Entry in MAXIMO and Report Generation, Assists Team in completing data entry and data cleaning.
 - Work with charts and data in MS Excel for custom reports. Editing data using custom software.
 - Advance knowledge of MS PowerPoint to support the preparation of presentations/handouts.
 - Contributes to editing and compilation of the monthly, quarterly and annual reports and other periodic management reports.
 - Comply with company standards, Procedures and general guidelines.
 - Preparing for all the Time Sheets, Leave Schedules & medical rest days related activities.
 - Generating all the reports for CP (Cathodic Protection) unit on the well heads (Monitoring, Maintenance and general reports and Survey Checklists.) in Excel Charts/graphs.
 - Arranging for the In-Vehicles Monitoring Systems (IVMS) monthly download reports of the contractor's vehicles.
 - Update CP Survey Checklists of Oil Wells, Gas Wells & Water Injector wells on daily basis.
 - Handling all Contractor's Invoices along with Task Orders and theirs supporting documents for payment process.

- Receive Documents from Client/Consultant/Sub-contractors - Logging, Approval Stamping, Circulating, Distributing, Scanning & Filing, then Upload into the FTP Link.
- Writing/Making CD of the Drawings (AutoCAD File), PDF Files as per Client / Consultant / Sub-contractors Requirements. Update all incoming and outgoing Documents Logs/Correspondence Logs of all projects.
- Prepare request letter to ADCO for issue Custom Release Note which requires and helps in custom office in order to release CP Materials from HOCKWAY (CP Material Supplier).
- Prepare request letter to ADCO for issue the Letter of Assistance for Apply / Renewal of Oil Field Security pass of all site Personnel & all types of Vehicles officially through Line/ Project Manager.
- Maintaining Materials IN/OUT Inventory Log with full details.
- Making Weekly / Monthly Material Stock Report, SRV (Store Receipt Voucher) report, SIV (Store Issue Voucher) Report. etc. Preparation of Payment Approval Form for all Invoices & Petty Cash
- Prepare monthly progress invoices for individual Task Orders for Different Cathodic Protection Wells and submit to ADCO officially and keep records for future reference.
- Maintaining the Filing System with Proper Label.
- Preparation of "Weekly, Monthly, Yearly Report of all projects.
- Update the Cost Details of all Project Follow Up accounts department to check the status of all invoices.
- Preparation of Tender Reports and submit tender on time under the supervision of contracts manager / Project Managers / Office Manager – Project & Services.
- Receiving incoming mail, Sorting Out, Taking Action on Time and/or distribute to the concerned staff for further Information / action.
- Maintain the records of all incoming & outgoing documents and the submitted tenders.

8. Client	:	QIPCO Holding Company - Qatar	
Joint Venture	:	SIX CONSTRUCT – MIDMAC JV (Tornado Tower Projects in Project Value QAR 6.4 Billion)	
Sponsor	:	Six Construct Ltd Qatar	
Position	:	Document Controller	
Report to	:	Technical Manager – Mr. Francious Deguent (Belgian)	
Duration	:	17 Sep 2006 – 25 Sept. 2008	(+2 years)
Location	:	Doha-Qatar	

Job Duties/Responsibilities:

- Receive and prepare INS and OUTS business correspondence and documents, especially Drawings, Material Submittal, Method Statement, Design Notes, Reports, RFI (Request for Information).
- Copy, Scan, Save & File all Incoming and Outgoing Documents. Create and Update all Incoming & Outgoing Documents. Prepare all Internal & External Transmittals. Prepare Documents Submittal Forms & Cover Sheets. Upload & Download Documents on FTP Server.
- Receiving Documents from Consult Mounsel / Client / Subcontractor -Logging, Approval Stamping, Circulating, Distributing, Scanning & Filing, then Upload into the FTP Link
- Prepare the ITDC (Internal Technical Documents Checking) form for the Incoming Document from Subcontractors, Logging, Circulating, Distributing, Scan & Filing. Etc.
- Downloading & Printing Incoming Drawing from Sub-Contractor, DDD (Dubai Design Department) & MEINHARDTS through FTP Link. Update - Incoming, Outgoing, Documents Drawings Logs, Submittal Logs & Site Transmittal Logs. Prepare Outgoing Transmittal, Submittal forms.
- Prepare Documents Submittal Form for the Documents Issued by Technical Department. Log it into Documents Logs & ITDC Log. Log the Documents Receive from MEP Department, Logging & Make Coordination form for Technical Department to check out for submission to CANSULT.
- Upload all Outgoing Logs to FTP, Update all Outgoing log. Filing Important/Confidential documents.
- Installing Software, Tech Support for using all equivalent Software, Letter Generation, etc.
- Writing/Making CD of the Drawings (AutoCAD File), PDF Files as per Consult & Subcontractors Requirements.

- Monitoring of Software and Hardware related to the projects (Including Printer, Fax Machine, Photocopy Machine, Plotters etc.)
- Maintaining a complete Daily Backup of Database using DDS-4 Data Cartridge and DVD Media.

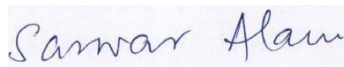
9. **Client** : **National Highway Authority of India (NHAI)**
Company : Ahluwalia Contracts (India) Ltd, India
Position : Document Controller cum Office Coordinator
Report to : Project Manager
Duration : April-2004 to Aug.2006 (2.5 Years)
Location : NH-24 Construction and Maintenance from Delhi-To- Moradabad-UP (India)

Job Duties/Responsibilities:

- Draft letters and involve in report generation as per the tasks assigned by General Manager
- Update IN/OUT correspondence logs for Project Contractors and Sub-contractors/ Suppliers and Vendors.
- General office administration and record keeping.
- Prepare and send reports to the Headquarter document through Courier Services and also through emails as per requirement.
- Scan, copy and print documents where necessary.
- Distribute documents internally and externally.
- Enforce work instructions to support the approved Program procedures.
- Process Program documentation in an efficient and timely manner.
- Demonstrate excellent communication skills in interactions with colleagues and stakeholders.
- Take full ownership of assigned tasks, demonstrating a sense of responsibility and accountability.
- Ability to produce documents to a professional standard.
- Exhibit strong problem-solving skills to overcome challenges and find effective solutions.
- Display initiative by taking proactive steps to complete tasks without waiting for explicit instructions.
- Utilize presentation software such as PowerPoint and Word to create compelling presentations and reports.
- Proficiently handle spreadsheets in Excel to organize and analyze data.

Declaration:

I do hereby declare that the above-mentioned particulars are true and correct to the best of my knowledge & belief.



Sarwar Alam

Riyadh, Saudia Arabia