

AIJAZ ALI – RESUME

E-mail: aijazali111@gmail.com

Contact: 00923003196014

Immediately available for Joining



DOCUMENT CONTROLLER

PERSONAL SUMMARY:

Document Controller with a proven ability to establish and maintain an effective filing and archiving system for paper & electronic documents and files in accordance with company policy. Possess extensive knowledge of Electronic Document Management System (EDMS) & Electronic Filing Systems.

STRENGTH:

Efficient in office works with excellent typing skills, fast learner, team player, minimum supervision, good in oral and written communication, organized, resourceful, honest and willing to learn and invest time and effort to accomplish assigned task.

QUALIFICATION:

BACHELOR OF Arts (B-A)

Shah Abdul Latif University Khairpur - PAK in the Year 2009

TECHNICAL QUALIFICATION:

- PMWeb
- ACONEX
- PCM
- Web-Sys
- Oracle 8i
- AutoCAD 2007
- Short Course in MS-Office, Outlook Express, PC Trouble Shooting, 35+ WPM Typing Speed

WORK EXPERIENCE:

10YEARS (5 years in Gulf Region)

SN	Position	Company	Starting	Till To
1	Sr. Document Controller	Hill International Consultancy	JAN-2018	JUN-2021
2	Document Controller	Saudi Binladin Group Riyadh KSA	OCT-2010	JAN-2017
3	Document Controller	Oil & Gas Development Company	AUG-2008	SEP-2010

(1)

HILL INTERNATIONAL (Karachi, Pakistan)

SR. DOCUMENT CONTROLLER

Project : Crescent Bay Development Project
Client : EMAAR Pakistan
Consultant : Hill International
Duration : Jan 2018 to June 2021

MAJOR RESPONSIBILITIES:

- Checking & Receiving of Letters, Drawings, Materials, Pre-Qualifications, Method Statements, Inspections, Material Inspections, Daily, Weekly & Monthly Reports and other Technical submittals from Contractor.
- Maintaining of Master Log for all Inward & Outward documents from Contractor & Client.
- Distribution of all Incoming Submittals / Letters / Transmittals to concerned department for their in-time action.

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- Preparation & issuance of Weekly / Monthly Minutes of Meeting to stakeholders.
- Assistance of Project Team in preparation of Letters, Reports, IPCs, Direct Payment and other documents.
- Preparation of Weekly Document Status Report and follow-up with team to close the Pending Items.
- Submission of various Contractual Documents i.e. Payment Invoice, Contractor's IPC, Direct Payments, Change Notice, Variation Settlement Recommendation (VSR), Payment Recommendations (PR) to Client.
- Checking/Preparation for Audit of Documentation System after every 6 months.
- Coordination with Contractor & Client regarding any issues related to documentation.
- Maintaining hard & soft copy record in traceable format and populate among Project Team for there in time action.
- Maintaining work status of each Tower as per registered record.

(2)

Saudi Binladin Group (Riyadh, Saudi Arabia)

DOCUMENT CONTROLLER

Project : **King Abdullah Financial District Project**
Client : Rayadah Investment Corporation
Consultant : Dar Al Riyadh
Duration : Oct 2010 – Jan 2017

MAJOR RESPONSIBILITIES:

- Submission of various Contractual Documents i.e. Award Recommendation, Request for Modification (RFM), Variation Settlement Recommendation (VSR), Payment Recommendations (PR) and other General Documents to Client.
- Distribution of Weekly / Monthly Minutes of Meeting to concerns.
- Handling all Inward & Outward letters & Transmittals from Client, Consultant and Contractors on PMWeb.
- Submission of Payment Invoices of Contractors and Consultants to Client.
- Inter-Departmental Coordination to ensure access of correct/updated documents to concerns.
- Overseeing correspondence between stakeholders and tackle hurdles to ensure flawless running of project documents.
- To ensure strict implementation of company procedure/documentation protocols by all stakeholders.
- Maintaining of Inward / Outward Mail record.
- Maintaining hard & soft copy record in traceable format.
- Coordination between Client / Consultants / Contractors and Project Management Team.
- Receiving of Design Drawings, IFC Drawings from Consultant/Contractors and onward distributing to concerned department for their in-time action.
- Receiving all kind of mail (Hard & Soft) and forwarding to concerned departments.
- Assisting departments with queries on documentation requirements & submissions.

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- Maintaining of Design, Shop, Fabrication & As-Built Drawing Register, Material, General Submittal Log & Inward / Outward Mail record.
- Maintaining hard & soft copy record in traceable format.
- Receiving comments on Design & Shop drawing from Consultant and onward distributing to concerned department for their in-time action.
- Receiving all kind of mail (Hard & Soft) and forwarding to concerned departments.

(3)

Oil & Gas Development Company (Islamabad, Pakistan)

DOCUMENT CONTROLLER

Project : Quadir pur Gas Field Ghotki

Duration : Aug 2008 To Sep 2010

MAJOR RESPONSIBILITIES:

- Ensure the controlled copies of the latest approved documents and given to the appropriate staff.
- Internal distribution of the documents using Microsoft Outlook.
- Preparing project correspondence receiving and distributing documents.
- Scan all the documents and keeping it for central server for easy traceability.
- Determines filing category and makes input to the automated document control database.
- Scanning creations of CD's and file manipulation.
- Assures document quality to include completeness, accuracy and compliance with established procedures and updates.
- Ensure that all original documents are kept at a filing system.
- Preparation of Daily/Weekly/Monthly quality statistical reports.
- Updating Logs and Schedule.
- Preparing Site progress work report.
- Creating daily Manpower details, weekly and monthly Average diagram

JOB SKILLS:

- Working knowledge of construction documents, drawings and specifications.
- knowledge in Oil & Gas document management activities
- Capable of leading teams
- Capable of setting up and maintaining an EDMS system
- Capable of understanding the interface between other systems (client, contractors, suppliers, etc)
- Strong communication, prioritization and organizational skills.
- Excellent English spoken and written skills.
- Analytical problem solving and organizational ability.
- Strong interpersonal skills and ability to work with others in a positive and collaborative manner.
- Polished, professional, well-organized, and eager to learn and be challenged.
- Well-versed with use of MS Office applications Word, Excel, power, Access, as well as Adobe Acrobat, etc.
- Works under minimal supervision, commitment to work in pressure if required, interested to work as part of a growing team.