

SYED NAJAF ABBAS NAQVI

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Objective:

Highly competent with possess extensive knowledge and experience of managing, directing & supervising Documentation Works & Developing Software projects. Proven Ability to prepare the patients services, Billing Services & maintain documentation production with accuracy. Successful input the acquisition of new projects, the promotion of the company, expert technical advice and strategic input to the business planning.

Qualification:

- **ACCP-EE (IT)**
3 years Certified Diploma from **APTECH** (2020)
- **Bachelor of Commerce**
From **Karachi University** (2019)
- **Higher Secondary School (FSC)**
From **SM Science Govt. College** Karachi (2015)
- **SSC (Matric)**
From **Aisha Bawany Academy School** (2013)

Technical Qualification:

- | | | |
|---------------|-------------------|---------------------|
| ✓ MS Office | ✓ JAVA | ✓ Web Designing |
| ✓ PM WEB | ✓ XML | ✓ SQL |
| ✓ EDMS | ✓ C# | ✓ Python |
| ✓ ACONEX | ✓ MVC | ✓ Crud In PHP |
| ✓ DBMS | ✓ Word Press | ✓ Android Studio |
| ✓ HTML | ✓ Oracle | ✓ My SQL |
| ✓ CSS | ✓ IOS | ✓ E-Commerce |
| ✓ Java Script | ✓ Scrap Website | ✓ Website Integrate |
| ✓ OOP | ✓ Website Hosting | ✓ Think Project |
| ✓ SEO | ✓ Web Developing | (tpCDE) |
| ✓ ASP.NET | ✓ C++ | |

Experience:

Total 8 year experience in the field of Document Controller & I.T Specialist on different projects.

1. BRB Group Properties Builders & Developers

(Head Of Document / Data Controller Department)

Since Sep 2021

Major Responsibilities:

- Implementation the Document Management System on **ATOM**.
- Initially I extracted data for all ongoing projects, sequenced it & compiled it as per requirement than uploading on **ATOM**.

- Created a format for Engineering Document List (EDL/MDL) & Communication Matrix, compiled it & uploaded on think project which can be followed by other all Document Controllers.
- I conducted a workshop for all Document Controllers regarding how to work & uploading the documents on **ATOM**.
- I compiled a file to see all queries raised by the client how many points were raised how many are closed & how many are pending that helps to all engineers for monitoring the status of all documents & also help to client & consultant also.
- Conducted a workshop to explain the protocol of document management to new hiring Document Controllers & I keep on helping them how work is done & help them with their queries whenever they are stuck somewhere.
- Manage the all software Work & maintain the Database.
- Checking & Preparing of Letters, Technical Queries, Drawings Transmittals, Materials Approvals Transmittals, Pre-Qualifications, Method Statements, Inspections Request, Material Inspections, Daily, Weekly & Monthly Reports and other Technical submittals.
- Maintaining of Master Log for all Inward & Outward documents from Consultant & Client.
- Distribution of all Incoming Submittals / Letters / Transmittal to concerned department for their in-time action.
- Assistance of Project Team in preparation of Letters, Reports 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, IPC's, Direct Payments, Change Notice, Variation Settlement Recommendation (VSR), Payment Recommendations (PR) to Client.
- Coordination with Consultant & 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 area as per registered record.
- Receiving all kind of mail (Hard & Soft) and forwarding to concerned departments.
- Assisting departments with queries on documentation requirements & submissions.
- Maintain filing system of the documents.
- Perform some administrative duties also.
- Preparing transmittals for construction and engineering documents and requisitions.
- Updating Logs and Schedule.
- Preparing Weekly and Monthly Report.
- Checking dispatched documents in a presentable format.

2. *Hydrochina International Engineering Co. Ltd (Jhimpir Tricon Wind Power Project)*

(Sr. Document Controller / Lead Document Controller)

Nov 2020 to Sep 2021

Major Responsibilities:

- Implementation the Document Management System on think project (tpCDE).
- Initially I extracted data for all ongoing projects, sequenced it & compiled it as per requirement than uploading on think project (tpCDE).
- Created a format for Engineering Document List (EDL/MDL) & Communication Matrix, compiled it & uploaded on think project which can be followed by other all Document Controllers.
- I conducted a workshop for all Document Controllers regarding how to work & uploading the documents on think project (tpCDE).
- I compiled a file to see all queries raised by the client how many points were raised how many are closed & how many are pending that helps to all engineers for monitoring the status of all documents & also help to client & consultant also.
- Conducted a workshop to explain the protocol of document management to new hiring Document Controllers & I keep on helping them how work is done & help them with their queries whenever they are stuck somewhere.
- Manage the all software Work & maintain the Database.
- Checking & Preparing of Letters, Technical Queries, Drawings Transmittals, Materials Approvals Transmittals, Pre-Qualifications, Method Statements, Inspections Request, Material Inspections, Daily, Weekly & Monthly Reports and other Technical submittals.
- Maintaining of Master Log for all Inward & Outward documents from Consultant & Client.
- Distribution of all Incoming Submittals / Letters / Transmittal to concerned department for their in-time action.

- Assistance of Project Team in preparation of Letters, Reports 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, IPC's, Direct Payments, Change Notice, Variation Settlement Recommendation (VSR), Payment Recommendations (PR) to Client.
- Coordination with Consultant & 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 area as per registered record.
- Receiving all kind of mail (Hard & Soft) and forwarding to concerned departments.
- Assisting departments with queries on documentation requirements & submissions.
- Maintain filing system of the documents.
- Perform some administrative duties also.
- Preparing transmittals for construction and engineering documents and requisitions.
- Updating Logs and Schedule.
- Preparing Weekly and Monthly Report.
- Checking dispatched documents in a presentable format.

3. Hill International (EMMAR Crescent Bay Tower Project)

(Document Controller & I.T Specialist)

Jan 2019 to Nov 2020

Major Responsibilities:

- Manage the all Software Work & maintain the Database.
- 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 / Transmittal to concerned department for their in-time action.
- Assistance of Project Team in preparation of Letters, Reports 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.
- 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.
- Receiving all kind of mail (Hard & Soft) and forwarding to concerned departments.
- Assisting departments with queries on documentation requirements & submissions.
- Handling & Maintaining petty cash.
- Maintain filing system for Consultant documents.
- Perform all administrative and accountant duties.
- Preparing transmittals for construction and engineering documents and requisitions.
- Updating Logs and Schedule.
- Preparing Weekly and Monthly Report.
- Checking dispatched documents in a presentable format.

4. Medicare & Cardiac Hospital

(I.T Specialist, Billing Assistant & Document Controller)

July 2017 to Dec 2018

Responsibilities:

- Manage the all Software Work & maintain the Database.
- 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 / Transmittal to concerned department for their in-time action.
- Assistance of Project Team in preparation of Letters, Reports 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.
- 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.
- Receiving all kind of mail (Hard & Soft) and forwarding to concerned departments.
- Assisting departments with queries on documentation requirements & submissions.
- Handling & Maintaining petty cash.
- Maintain filing system for Consultant documents.
- Perform all administrative and accountant duties.
- Preparing transmittals for construction and engineering documents and requisitions.
- Updating Logs and Schedule.
- Preparing Weekly and Monthly Report.
- Checking dispatched documents in a presentable format.

5. Fatmiah Hospital

(Billing Assistant & Document Controller)

Feb 2015 to June 2017

Responsibilities:

- Manage the Billing Services & Documentation, Admissions of patients.
(Manage all billing services & documents of patients & software application.)

6. Toyota Indus Motor Company

(Team Member & Document Controller)

Oct 2014 to Feb 2015

Responsibilities:

- Manage the Inspection Work at Paint Shop.
(Manage all billing services & Documents of Materials & software application.)

Overall Major Responsibilities:

- Implementation the Document Management System on **think project (tpCDE) & ATOM**.
- Initially I extracted data for all ongoing projects, sequenced it & compiled it as per requirement than uploading on **think project (tpCDE) & ATOM**.
- Created a format for Engineering Document List (EDL/MDL) & Communication Matrix, compiled it & uploaded on think project which can be followed by other all Document Controllers.
- I conducted a workshop for all Document Controllers regarding how to work & uploading the documents on **think project (tpCDE) & ATOM**.
- I compiled a file to see all queries raised by the client how many points were raised how many are closed & how many are pending that helps to all engineers for monitoring the status of all documents & also help to client & consultant also.
- Conducted a workshop to explain the protocol of document management to new hiring Document Controllers & I keep on helping them how work is done & help them with their queries whenever they are stuck somewhere.
- Receive and distribute project documents and drawings based on the Document Distribution Matrix to the right department and right person (action parties) as per agreed procedure after Project Manager's Review.
- Receive, prepare, submission, record, log, scan and distribute all project documents, shop drawings and other submittals.
- Ensure the correct stamping all documents or drawings in accordance with the prevailing document control procedures.
- Maintain records of engineering documents and drawings in hard copies and electronic files and monitor the revisions and approval status thereof.
- To maintain the record of all controlled documentation – issue, status and location.
- Record of Drawings, Method Statement, Material Submittals, Sample Submittals, RFIs, NCRs, Contracts, LOIs, Payment Certificates, Documents of Civil, Mechanical, Instrumentation, Electrical, Piping, Structural Documents, Drawings, Specifications, Calculation Sheets and Data Sheets, Progress Reports, Survey Reports, Soil Investigation Reports etc.
- Scan and store the approved shop drawings in the database so that the project team can access.

- Keep current hard copies and file supersede version.
- Document distribution by Transmittal System as per Document distribution Matrix for Hard copy and Electronic Document Transfer.
- To file all project documents: project wise, date wise, subject wise, sender wise with sequence.
- Maintain, record and control the engineering library of relevant procedures, codes & standards, specifications and reference documents, contract documents, within the secure document control area.
- Maintains and controls filing system for Engineering, Construction documents, Requisitions, Purchase orders, Invoices, etc.
- Ensure that all documents are issued with the transmittal system.
- To maintain accurate record of the receipt and issue of transmittals.
- Internal Document Audit
- Standard Document Control function, update, approval and versions of documents of all types, ensure compliance with Quality Management Systems, become the focal point with regard to document tracking and distribution.
- Tracking of documents and drawings in accordance with the approved procedures.
- Prepare reports & Memorandum.
- Provides assistance to the Contract Advisor and Procurement Specialist for the distribution of contracts, procurement bid packages, and subsequent clarifications and analyses, both within the design team and with contractors.
- To organize copies of hard & softcopy documents, incoming and outgoing.
- Good Communication and Interpersonal Skills.
- Perseverance and Hard Working
- Ability to learn quickly and work as independent or as with a team.
- Creative, versatile and highly motivated professional.
- Able to coordinate multi-faceted tasks involved in efficiently managing a cohesive team.
- Capable of establishing and maintaining productive communication with all levels of management and individuals of all career levels.

Personal Profile:

Language	:	English, Urdu
Profession	:	I.T Specialist/Document Controller
Religion	:	Islam
Nationality	:	Pakistani
Date of Birth	:	23-Feb-1997

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

AVAILABLE TO JOIN IMMEDIATELY