

HISHAM MASHOOD- E
ABU DHABI, UAE
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Personal Profile:

Age & Date of Birth: 33 Years | 06-December -1987
Gender: Male.
Marital Status: Married
Nationality: Indian.
Passport No. U0731271



Career Objectives:

Extensive experience in coordination, planning and support of daily operational and administrative functions; highly assists executives in their administrative duties and competently process confidential information. Knowledge in MS Office; Punctual; Adaptable team player, Open and willing to learn and teach newly acquired skills, Dedicated and focused; able to prioritize and complete tasks and follow through to achieve project goals. A good Document Controller knows which one to prioritize.

Key Competencies:

- Organizational & Decision-making skills.
- Sound judgment and Decision-making ability.
- Demonstrated ability to manage multiple tasks and deadlines.
- Excellent oral and written communication skills.
- Proficiency in Aconex, Oracle and MS Word

Professional Experience:

Document Controller/Project Administrator, December 2019 to Present
Target Engineering Construction Company, Abu Dhabi, United Arab Emirates



Project:

EPC For Fire and Gas Mapping Study Implementation for Buhasa Plant

- **Employer:** ADNOC GAS PROCESSING, Trading as AGP
 - **EPC Contractor:** Target Engineering Construction Company
 - **Engineering Sub Contractor:** WOOD Group PLC
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- Demonstrated proficiency with large scale Document Control Management Software (Aconex)
 - Manage all technical documents for assigned projects regarding quality, revision status, timely receipt and distribution.
 - Utilization of database on document control system allowing for tracking of documents, checking of approval loops, revision identification etc.
 - Support the Contracts team to receive, check and validate the drawings, input the drawings & Quality documents into the Database System, verify the metadata of each file and ensure timely distribution of the documents.
 - Ensure that circulation durations for distribution list and cycle are tracked and any deviations (delays) are reported, as these may impact the project delivery schedule.
 - Experience in handling petty cash, preparing vouchers and accounts payable
 - Print and file hard copies of the documents and maintenance of updates to the document files.
 - Receive and answer emails, input information into the system, create transmittals to recipients, track documentation, and ensure nothing is delayed that would affect the timing of the project



Projects:

1. Mirdif City Centre Car Park Expansion Project

- Employer: Majid Al Futtaim
- Lead Consultant: Arcadis & Holfords
- Structural Consultant: Mott MacDonald
- MEP Consultant: WSP Middle East
- Main Contractor: Al-Naboodah Construction Group L.L.C

2. Dubai Creek Harbor Plot 18A

- Employer: Emaar
- Lead Consultant: Atkins Middle East
- Main Contractor: Al-Naboodah Construction Group L.L.C

3. Dubai International Airport Closure Works- South Runway Rehabilitation and Associated Works (40 Days Shut Down)

- Employer: Dubai Aviation Engineering Projects (DAEP)
- Consultant: Dar-Al-Handasah Shair & Partners
- Main Contractor: Al-Naboodah Construction Group L.L.C

4. Improvements of Expo 2020 Roads Network – Contract - 3

- Employer: Roads & Transport Authority, Govt. of Dubai
 - Consultant: AECOM Middle East
 - Main Contractor: Al-Naboodah Construction Group L.L.C
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- Over-all in charge for the submission of documents to the Consultant, Clients, Sub-contractors and Documentation control through Aconex.
 - Ensure data is entered and stored on the server, updates drawing files for latest revision.
 - Processes all incoming and outgoing project documentation & correspondence through document control system.
 - Works with site QA/QC Manager in developing document control procedure
 - Raising the Work Inspection Requests (WIR's) once getting the request from the Concerned Engineers and Sub Contractors and Submitting the same via Aconex with the proper attachments (Approved Shop Drawing, Check list with 24 Hrs prior for Inspection, Approved front Sheet of Method Statements, Material Submittals, ITP etc)
 - Raising the Material Inspection Requests and Submitting the Same ensuring the material has been arrived in yard with the correct Delivery Note
 - Raising and Issuing the Non-Conformance Report, Site Observation Reports to the Sub Contractors either through Aconex or through by Email
 - Monitoring and Notifying the External NCR's once received from Consultant
 - Responsible for the coordination with different sub-consultants, subcontractors and departments with relation to project documentations.
 - Archives all project documentation including hard and electronic copy as required by the project.
 - Assisting the Project Close out Team by Raising Snagging Inspections including Sub Contractors and Maintain the log.
 - Maintaining and Updating the Tracking Registers for Work Inspection Request, Material Inspection Requests, Test Reports, Snag Inspection Requests, Non-Conformance Reports and Site Observation Reports

- Preparing the Project Close out Reports on Weekly Basis for the Client's Weekly Close Out Meeting

Document Controller, January 2012 –December 2014,
Nasser M Al Baddah& Partner, Kuwait.



LPG Train-4 Project, Mina Al Ahmadi, Kuwait

- **Client:** KUWAIT NATIONAL PETROLEUM COMPANY (KNPC)
- **Project Consultant:** Daelim Industrial Co. Ltd (DIC).
- **Main Contractor:** Naser Al Baddah& Partner Gen. Trading & Cont.Co. W.L.L.
- Receiving, dispatching and filing of all technical and non-technical documents in and out of the office.
- Maintaining & updating of Calibration Register of the Equipment which are used at site.
- Preparation of RT (Radiographic Test) & PWHT (Post/Pre Welding Heat Treatment) request.
- Submission of the above Request and Notifications to the Client .
- Summary Preparation of all NDT Activities.
- Prepare Request for Information (RFI) and check list 24 hours prior to inspection.
- Ensure the correct stamping all documents or drawings in accordance with the prevailing Document control procedure.
- Document management using EDMS (CIMS-Construction Integrated Management System), Software used for the Document such as drawings, vendor data, datasheet etc in the project.
- Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
- Stamp the copies '**CONTROLLED COPY**' in red and remove the previous revision and stamp it '**SUPERSEDED**' and refill it in thesuperseded section.

Other Details:

Present Location: Abu Dhabi

Notice Period: 30 Days' Notice Period upon the Confirmation from the Employer

Visa Status: Employment Visa

Academic & Professional Qualifications:

Bachelor of Computer Applications:	Bangalore University, Karnataka.
Higher Secondary Education:	Peralassery AKG Govt.H.S.S, India.
Computer Knowledge:	Microsoft Certified Professional, MS Office, Aconex, ASSIST

Declaration:

I do hereby declare that the above information given is true and correct to the best of my knowledge and belief. I also assure my complete dedication and hard work towards the organization, if provided an opportunity

Place: Abu Dhabi

Date: 01-Oct-2021

Yours Sincerely,
Hisham Mashood