

Curriculum Vitae



JAMSHID V.K
DUBAI , UAE
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POSITION: DOCUMENT CONTROLLER

OBJECTIVES:

To earn a respectable position in a reputable company operating in a challenging environment with the opportunity to develop and advance in my career where my experience in Document Controls, Computer knowledge and skill can be utilised and enhanced.

Previously I was worked in a Project which is targeting to be the second largest towers in Asia. It is a Joint Venture project with Arabtec Consolidated Contractors Company

CAREER PROFILE:

Organization : Arabtec Consolidated Contractors Limited. (ACCL JV) Astana, Kazakhstan
Position : DOCUMENT CONTROLLER
Tenure : April 2015 – Feb 2021
Project : Abu Dhabi Plaza - Astana, Kazakhstan (3 Billion AED)
Group No : 664171
Badge No : 61691

Organization : Emic Technologies Calicut, India
Position : Hardware & Networking Engineer
Tenure : Oct 2012 - March 2015

Organization : Essar industries Coimbatore ,India
Position : Data controller
Tenure : Oct 2011 - June 2012

Responsibility:

- Preparation and submission of Submittals.
- Preparation and submission of Drawings.
- Handling incoming and outgoing transmittals and technical documents of subcontractors.
- Submission of documents subcontractors through transmittal.
- Updating and uploading the Incoming and Outgoing Submittals and Drawings on Dashboard and Aconex.
- Provide latest revision documents and drawings to prepare RFIT.
- Provide latest revision documents and drawings to other departments.
- Handling Incoming and Outgoing Drawings/Method Statement/MAR/NCR/RFIT/RFIC/MIR/SCC.
- Stamping drawings for Site.

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Technical and Industry Experience:

- 10 Years of experience in the Document Control Support and Information Technology field.
- Expert in EDMS (VBC & Aconex)
- Strong working knowledge of Document Control responsibilities.
- Procedure and work instruction development.
- Advanced MS office and document control software.
- Good working knowledge of document management systems, processes and procedures.

Educational Qualification:

Graduation : Bsc IT (information Technology)
Plus Two : Govt.Hr.Sec.School, Kakkoi ,India
High School : Pavandoor HSS, Calicut, India.

Technical Qualification:

- Ms Office(Word, Excel, Outlook, power Point ,Adobe Acrobat)
- Completed successfully “MCITP”course at **Accel IT Accademy Calicut**
- Completed successfully “CCNA”course at **Accel IT Accademy Calicut**
- Completed successfully “SERVER EXCHANGE”course at **Accel IT Accedemy Calicut**

Personal Details:

Date of Birth : 12 Sep 1989
Father : Muhammed Koya
Nationality : Indian
Religion : Islam
Marital Status : Married
Passport Details : Passport No. T9713555
Visa Status : Visit Visa
Languages : English, Hindi, Malayalam, Tamil
Preferences : Will be provided on request

Personal Attributes:

- Extremely Hard Working
- Quick to learn with Excellent Retention Power
- Strong Organization Skill
- Ability to work under pressure

Declaration

I hereby assure you, that all the above-mentioned information is true to my knowledge and I will discharge my duties to the best of my ability and would certify prove worthy for your selection.

Yours Faithfully,

JAMSHID VK