

FAISAL MEHMOOD



+971-52-7797761

faisal_82@msn.com

<https://www.linkedin.com/in/faisalllll>

Orion Contracting Company, Corniche Al Qwasim,
Ras Al Khaimah.

CAREER SUMMARY

A multitasking professional with about 12 years of experience in Purchase/Procurement, Secretarial, and Document Controlling and Office Administration.

CORE PROFESSIONAL STRENGTHS

- Procurement / Purchase
- Document Control
- ERP
- Archiving
- IT Hardware Troubleshooting / Composing Skills / Typing
- Presentation / Public Speaking
- Data entry
- Secretarial tasks
- Dependability and Multi-Tasking
- Timekeeper
- Storekeeper

CURRENT WORKING EXPERIENCE

- **AL ALI CONSTRUCTION & DEVELOPMENT LLC - RAS AL KHAIMAH, UAE**
<https://www.alaliconstruction.com/>



Current Position:

Working as a Document Controller (QA/QC & Technical)

From October 2018 to till date

Achievements:

Awarded Certificate of Recognition for Outstanding Performance for Year 2019.

Duties & Responsibilities.

- Reports to the Project QA/QC Manager
- Ensure that all controlled Quality documents related to the Project are maintained to the latest issue, and that these documents are made available at all locations where operations essential to the effective functioning of the Quality Management System are performed.
- Verify that only the last revision drawings, submittals, etc. are distributed to all locations and involved parties concerned including sub contractors.
- Ensure that all obsolete documents shall be withdrawn and stamped 'Superseded' if retained for record purposes.
- Maintain project drawing/documents distribution record
- Control & maintain the system for issuance recording / filing, tracking, Retrieval of documents like procedures, plans, QA/QC records, Specifications, drawings and related documents.
- Responsibilities include record keeping, all documents such as specification procedures, inspection schedule and records, surveillance report, inspection release notice and quality records book with numbering system according to project filing procedure. Handling of all engineering documents. Controlling all records and sub-contractors documents.

- Prepare all documents based on the quality procedures for internal and external audit. Transmittal of drawings, quality procedures, related documentation to the concerned contractors, departments, vendors and client.
- Maintaining all correspondence and other transmittals from the Clients and other contractor / suppliers / vendors etc in a systematic way to facilitate an easy reference at all time.
- Submitting technical documents for review and approval.
- Well aware of all types of quality documents like ITP, Checklist, RFI, method statements, Nonconformance report, Technical queries, Inspection assignment package, Disposition Report, Material Request, Technical Approval Request, Hydro test packages and other miscellaneous project contract documents.
- Preparing and update of various logs and registers.

PREVIOUS WORK EXPERIENCE

- **ORION CONTRACTING COMPANY - RAS AL KHAIMAH, UAE**
<https://orioncc.com/>



2nd Position:

Worked as a Purchase Officer

From June 2014 to September 2018

Duties & Responsibilities.

- Dealing with new suppliers and bringing quotation as per site requests.
- Negotiate with suppliers regarding prices.
- Doing comparison for the rates provided by suppliers especially big amounts orders before preparing LPO's and got approval from higher management.
- Arranging Material as per the Material Requests from projects and follow up for material from store and suppliers using ERP System.
- Preparing LPO's using ERP system as per the Material Requests if material is not available in store.
- Responsible for administration and reconciliation of petty cash fund.
- Managing transportation for Store materials for the projects.
- Maintain a systematic filing system on the file for the fast access and computerized system for easy retrieval, archiving and tracking of documents.
- Preparing and assisting of weekly and monthly statistics and reports for Stock taking.
- Manage the flow of day-to-day operations.

1st Position:

Worked as Project Document Controller cum Administrator.

From Oct 2010 to May 2014.

Project Wise Summary:

Project Name: Tea Factory for M/s Ahmad Tea London

Type of work: Civil and MEP Works

Duration: 1 Year (September 2010 to September 2011)

Project Name: Plot Leveling & Boundary Wall & Raw Material Shed of M/s Saver Glass LLC

Type of Work: Civil Works Only

Duration: 1 Year (January 2011 to January 2012)

Project Name: Rixos Bab Al Bahr Resort & Hotel for M/s Bab Al Bahr

Type of Work: Civil & MEP Works

Duration: 6 Months (January 2012 to June 2012)

Project Name: Air Liquide Workshop Arabic Yard Shop for M/S Air Liquide Middle East

Type of Work: Civil & MEP Works

Duration: 2 Years (May 2012 to May 2014)

Duties & Responsibilities.

- Responsible for administration and reconciliation of petty cash fund.
- Preparing systematic Material Request and follow up for material from store and suppliers.
- Preparing timesheets and arrange construction machinery and vehicles as per site requirement.
- Communicate clearly with work colleagues using emails etc.
- Maintain a systematic filing system on the file for the fast access and computerized system for easy retrieval, archiving and tracking of documents.
- Preparing and assisting of weekly and monthly statistics and progress report.
- Distributes the documents to concerned parties.
- Ensure that all documents are well checked and submitted on time prior to the documents submission due date.
- Maintain the files and control logs as required for the project.
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Communicate clear instructions to team members.
- Listen to team member's feedback.
- Manage the flow of day-to-day operations.

➤ **AL HEERA STAR TRAVEL & TOURISM & CARGO LLC - RAK, UAE.**

Worked as an Office Administrator and Accountant.

From Feb 2010 to Sept 2010.

➤ **THE EDUCATORS SCHOOL SYSTEMS (A PROJECT OF BEACON HOUSE SCHOOLS) - RAWALPINDI, PAKISTAN.**

Worked as a Computer Hardware Technician cum Administrator.

From Mar 2009 to Jan 2010.

➤ **AL HEERA STAR BUILDING CONTRACTING FZ LLC - RAS AL KHAIMAH, UAE.**

Worked as Administrator cum Project Document Controller.

From Oct 2007 to Jan 2009.

➤ **F.G. MODEL HIGHER SEC. SCHOOL FOR BOYS - ISLAMABAD, PAKISTAN.**

Worked as a Computer Operator, Teacher and Lab Incharge.

From Oct 2006 to Oct 2007.

➤ **QAVI ENGINEERS LTD - ISLAMABAD, PAKISTAN.**

Worked as a Stores Officer & Office Assistant.

From Jan 2005 to Sept 2006.

ACADEMIC BACKGROUND

- 2004** **BA in Psychology & Statistics**
From Punjab University, Lahore Pakistan
- 2001** **FSC in Mathematics & Statistics**
From Federal Board of Intermediate & Secondary Education Islamabad.
- 1998** **Matriculation in Science**
From Federal Board of Intermediate & Secondary Education Islamabad.

PROFESSIONAL CERTIFICATIONS

- 2005** **Postgraduate diploma (PGD-IT)**
From National Institute of Science and Technical Education H-8, Islamabad Pakistan.
- 2001** **One Year Diploma in Computer Hardware and Software**
From International Islamic University (Iqra Center of Technical Education H-10), Islamabad, Pakistan.

MAJOR PROJECTS

Final Project of PGD -IT
Website of Trango Adventures (Tourism Agency).
(Using HTML, Java Script, Adobe Photoshop, Swish Max).

PERSONAL PARTICULARS

Father's name:	Muhammad Riaz
Date of Birth:	10th April 1982
Religion:	Islam
Marital Status:	Married
Nationality:	Pakistani
Passport No:	KY0156682
Visa Status:	Employment

CHARACTER REFERENCES

References are available on request.