

Muhammad Shahrukh Bhatti

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Objective:-

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Personal Profile:-

- Name : Muhammad Shahrukh Bhatti
- Date of Birth : 24th Sep 1982
- Marital Status : Married
- Nationality : Pakistan
- Visa Status : Employment
- Passport No. : AF3170532
- Language known : English, Urdu & Basic Arabic

Computer skills:

- Certificate of application Software FoxPro 2.6
- Disk operating system
- Windows 2000 Professional
- Coral Draw, In page
- Using internet & browsing
- Proficiency with standard office software applications, including MS Word, Adobe Acrobat, MS Access, MS Excel, MS Power Point expected

Education:-

B.A | Bachelor in Arts from Punjab University in 2003, Lahore Pakistan

F.A | Federal in Arts from M.A.O College in 2000, Lahore Pakistan

Work Experience in Gulf:

Offset Construction LLC (Presently)

Executive Secretary, Sr. Document Controller & Purchase Asst. from August 2015 to till Date.

Responsibilities:-

- Receive all incoming correspondences, scan and register all incoming technical documentation for engineering and contractor deliverable documentation.
- Ensure that all project documents are checked and submitted on time prior to the documents submission due date.
- Document classification, sorting, filing, archiving and retrieval of documents in accordance with the project document indexing and filing Quality Control system.

- Ensure that a 24-hour document processing turn-around time is achieved and maintained.
- Distribute and file all engineering and contractor or vendor deliverable documentation in accordance with document management procedures and work instructions.
- Receive, update and store requests for information (RFI).
- Carry out handover, close-out and archiving of documentation.
- Carry out administrative tasks such as filing, copying, binding, scanning, etc. as required.
- Experience in drawing revision protocol.
- Able to organize workload with accuracy and attention to detail, and demonstrate ability to forward plan.
- Ability to work on own initiative without supervision and under time pressure situations.
- Strong verbal and written communication skills in the English language, with good analytical and computer skills.
- Develop and maintain document control processes for the efficient management and recording all documentations.
- Ensure that all the relevant Project documentation are registered / maintained in the electronic Document Management System (eDMS).
- Develop Photocopies / Binding and transmitting of documents as part of client's submission.
- Understand and manage Client EDMS system.
- Assist with the general project administration.
- Liaise with Project Management & team, Client and Sub-contractors effectively and resolve problems and issues relating to documentation.
- To maintain a safe and secured working environment within Document Control.
- Demonstrated proficiency with large-scale Document Control management software (ACONEX)
- Demonstrated success on the job, as evidenced by satisfactory performance, acceptance of responsibility and growth in previous positions.
- Assists in preparing a "mock up" for operations manuals (e.g., develops the index, binders, dividers, etc., and ensures timely printing and assembly) and/or job data books (pulls drawings and documents, develops index, cover sheet, dividers, etc., ensures timely reproduction and assembly).
- Assist in the preparation of the minutes of meetings with the project managers and directors.
- Maintaining a register of all incoming and outgoing mail, stamping and recording of mail before circulating for distribution to the Project Manager as set out in BMS_Project Communication and Document Control and BMS_Site Supervision Quality Procedures.
- Responsible for Control/Track/Issue of complete project documentation such as incoming and outgoing correspondence, site instructions, change orders, NFC, RFI, CVI,RFM, Letters, staff daily report, Submittals and other forms of pertinent documents from the client and subcontractors (including Atkins internal documents).

Procurement Asst:-

Objectives:-

- My primary objective as a Purchase Asst. is to ascertain that all purchase requests are promptly managed so as not to halt the company's daily operations. I will make sure that suppliers and bidders go through the bidding procedures before the procurement process. As a Purchase Asst. I have to abide with all the governing laws and regulations related to purchasing. I am very familiar with all the policies and procedures involved in the requisition, procurement, quotation requests, invoicing and delivery of the products. I have a wide knowledge in inventory control, good understanding of financial and accounting principles. With this said, I am confident that I will achieve my objective.

Responsibilities:-

- To accomplish their primary goal of assisting with the purchase of materials for a business, Procurement Assistants perform many tasks.
- Reviewed and approved purchase orders before ordering goods.
- Processed purchasing requests and maintained purchasing logs.
- Contacted vendors to obtain price quotes and performed negotiations.

- Ensured that all purchase operations were performed in accordance with company policies and procedures.
- Followed-up on delivery schedules, payment delays, and invoice queries.
- Managed deliver schedules and status of goods.
- Maintained records of purchases and sales.
- Coordinated with suppliers to ensure that goods are delivered on-time.
- Negotiated price and terms with suppliers.
- Inspected goods for any defects and missing parts.
- Recommended improvements to purchasing procedures for operational efficiency.
- Performed purchase operations within the assigned budget.

Orion Contracting Co LLC

Secretary cum Document Controller from Oct 2012 to July-2015.

Responsibilities:-

- Controlling company and project documentation.
- Following and improving document control procedures.
- Ensuring all documentation meets formal requirements and required standards.
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals.
- Producing document progress reports for senior managers.
- Conducting regular reviews and document audits.
- Using computers to organize and distribute documents within a company.
- Helping in the planning stages of a specific project.
- Ensure documents are shared at key times to facilitate timely project completion.
- Documentation of Files [Storing, Managing & Organizing].
- Generally responsible including answering phones and emails, taking memos,
- Recording minutes of meeting, ticket reservation, scheduling, sending and receiving Correspondence and maintaining files.
- Provides support coordination to Executives, Managers and other professionals by Means of distributing and managing information within the office.
- Maintaining employees' files/ Car Files etc.
- Good Tracking System and Organized for renewing permits [Insurance. Residence Permit (Iqama), License
- Utilize software skills to write, edit, revise and compare documents according to guidelines. ... Perform transcription and conversion work, and scanning of documents. Handle correspondence, preparation of presentations and budgets, and varied documents.

Amana Contracting & Steel Building's Co. LLC

Office Secretary cum Document Controller from 27th June 2007 to 28th February 2011.

Office Dept. Responsibilities:-

- Archiving /Scanning/Printing - Renaming, recording and filing incoming hard or electronic copies of drawings (Internal and External)
- Archiving /Scanning/Printing - Renaming, recording and filing incoming hard copies of drawings (Internal and External).
- Ensuring all management system documentation is the current version and easily accessible
- Recording, checking and tracking all incoming and outgoing project documents
- Processing and recording incoming and outgoing vendor data and engineering design drawings
- Maintaining document logs for correspondence, material approval submittals, shop drawing, RFI (incoming &

outgoing)

- Maintaining all tracking records and ensuring that they are initialed when a file is taken from the filing room
- Demonstrable ability to work on smaller multiple projects and complete high quality work against strict and conflicting deadlines
- Good working knowledge of Office software (Word, Excel, PowerPoint, etc..) and a good level of computer literacy
- Highly organized, able to plan and manage conflicting priorities
- Computer literate (basic knowledge of MS Windows Excel, Word and internet systems)
- Good working knowledge of SharePoint
- Ability to work well under pressure and deliver quality results on time
- Good interpersonal skills and ability to communicate effectively with various management levels
- Strong organizational skills, including an ability to prioritize activities and work with limited supervision
- Excellent organizational skills, accuracy and attention to detail
- Knowledge on ISO 9001 is desirable

Work Experience in Pakistan:

Gulf Contracting & Steel Co. from 17th May 2011 to 25th July 2012 as a **Admin Co-ordinator**.

1. Pace D & B from 6th Feb. 2003 to 7th Feb. 2004. as a ***Sales Supervisor***.

Responsibilities

- Getting cash from Accounts Dept. and giving to the cashiers for start making the bill for the customers.
- Correct bar Coding as mentioned on the Grocery items.
- To make good relations with the customers and gave good response to them.
- Solving problems to the cashiers if anything happened between them.
- Good behavior with the seniors and always learned about new things.
- At the end of the day one accountant seated with me and my cashier & we counted the amount as per printout the cashier tills.

2. Pearl Med International from 2nd march 2004 to 15th June 2006 as a ***Accounts receivables***.

Responsibilities

- Received the accountability bills for the section wise & made petty cash & get approval from the section manager.
- Always keep good maintain the cash.
- Keep good relations & intensions with other companies.
- Make receivable vouchers as per the bills.
- Make salaries to the staff.
- Aware GM's regarding the day by day cash incoming & outgoing.

Declaration:

I hereby declare that all above information has fully into my Knowledge & true.

Reference:

Will be furnished on demand.