

# CURRICULUM VITAE

**Jerjis Mohamed**

**056 – 120 6034**



## **AREAS OF EXPERTISE:**

Electronic Document Management System (EDMS) & DOCUMENT MANAGEMENT

### **Senior Document Controller**

## **PERSONAL SUMMARY:**

A document controller with a proven ability to establish and maintain an effective filing and archiving system for paper and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of electronic data management systems, supplier document controls, electronic filing system, Document Handovering etc.

## **WORK EXPERIENCE:**

More than **13** years of experience as Senior Document Controller with various Project and worked in Design Base, Consultant and PMC.

**EDMS EXPERIENCE: Having experience in different Document Management System such as Primavera (4 years), Aconex (12 years), ConjectPM (3 years), Proliance (2 years), eBuilder (2 years) and Database (8 years)**

As EDMS Document Controller handled the following items:

- Correspondences reference number create and update
- User Account Create and access provided.
- Project Account creation. Completed project access lock.
- Correspondence, Meetings, Reports & Drawings number provided.
- Document discipline code provided.
- Documents upload Registered and Superseded/ Bulk Supersede.
- Correspondences sending and replied via Aconex.
- New vendor details creation.
- Creating workflow and Documents and drawings superseded via Workflow.
- Payment Certificates and Contract Documents registered and send Confidential.
- Archiving and retrieve completed projects.
- Commented Documents & Drawings replied.
- Project issued Correspondences, Meeting Minutes & Reports Numbering created.
- Project correspondences issued and replied.
- Commented Documents & Drawings replied.
- Issued and received documents saved on server and link with Database.

**SENIOR DOCUMENT CONTROLLER / SITE SECRETARY (November 2006 – 2019)**

**November 2006 – 2019. AECOM Middle East Limited, International Tower. (Sr. Document Controller/Site Secretary)**

### **Projects involved with AECOM:**

- 1) Media Zone Development, ALDAR HQ, Abu Dhabi – UAE **Design & PMC Document Controller**
- 2) Masdar Neighborhood Institute (Abu Dhabi) **As Design Document Controller** – 2017 to 2019
- 3) SinoGulf (Abu Dhabi) **As Design Document Controller - 2016**
- 4) Al Sofouh Tower (Dubai) **As Design Document Controller - 2016**
- 5) Mina Zayed (Abu Dhabi) **Design Document Controller**
- 6) Etihad Tower Projects (Abu Dhabi) **Handovering & Archiving**
- 7) Al Raha Beach Development (Abu Dhabi) **Design & Site Supervision**
- 8) Etihad Lounges – June 2016 to January 2017, Etihad Office, **Design & PMC**
- 9) Design Development Special Projects – July 2018 to July 2019 **Design Document Controller**
- 10) Etisalat Data Center (Abu Dhabi) **Site Supervision**
- 11) Al Noor Hospital (Abu Dhabi) **As Design & Site Supervision Document Controller - 2016**
- 12) Shams Central Park (Abu Dhabi) **Design Document Controller**
- 13) Akoya by Damac (Dubai) **Site Supervision**
- 14) 786 Villa Project (MUSANADA) (Ghiyathi Ruwais) **As PMC - October 2013 to February 2014**
- 15) TELEX – April 2017 to June Taweela, Abu Dhabi, UAE **PMC Document Controller**
- 16) Water Transmission System (TRANSCO) (Umm Al Quwain) **Site Supervision**
- 17) Al Markaz Development (Abu Dhabi) **Site supervision**

### **Site Supervision Projects:**

- |  |   |
|--|---|
| A) Etisalat Data Center – 23rd January 2017<br>Khalifa City “A”<br>Abu Dhabi, UAE<br>(Base office Abu Dhabi)   | B) December 2015 to January 2016<br>AECOM Middle East Limited<br>Siji Porject, Fujairah.UAE<br>(Base in Abu Dhabi Office)                 |
| C) October 2014 to Till December 2015<br>AECOM Middle East Limited<br>Akoya By Damac<br>Dubai.UAE  | D) March 2014 to October 2014<br>AECOM Middle East Limited<br>TRANSCO (Water Transmission System)<br>(Falaj Al Mualla) Umm Al Quawain.UAE |
| E) April 2012 to March 2013<br>AECOM Middle East Limited<br>Etihad Tower Project<br>Document Handovering Work<br>Client: Sheik Suroor Al Nahyan Project<br>Development) - Abu Dhabi, UAE | F) May 2011 to April 2012<br>AECOM Middle East Limited<br>Al Markaz Development<br>Client: Waha Land. Abu Dhabi, UAE                      |
| G) November 2006 to June 2011<br>AECOM Middle East Limited<br>Al Raha Beach Development<br>Client: ALDAR<br>Abu Dhabi, UAE   |   |

Responsible for establishing and maintaining an effective document control systems. Ensuring that all design documentation is accurate, up-to-date and accurately distributed to relevant parties. Reporting directly to the Manager.

### **KEY SKILLS AND COMPETENCIES:**

- Experience with electronic document control packages (**Primavera, Aconex, ConjectPM, Proliance, eBuilder, Database & Info Tracker**)
- Strong IT, database, MS office package 2010 and communication skills.
- Excellent interpersonal skills and a professional telephone manner.
- Utilizing a range of office software, including email, spreadsheets and databases.
- Ability to evaluate, prioritize, organize and delegate work schedules.
- Proven decision making skills.
- Able to react quickly and effectively when dealing with challenging situations.
- Assisting department with queries on documentation requirements & submissions.

### **Duties & Responsibilities:**

- Manage documents via electronic and paper document system.
- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning all relevant new documents.
- Checking dispatch documents are accurate. Receive incoming letters, stamp it, maintain the register and arrange to distribute.
- Assisting Project Managers and Site Coordinators in all general office activities.
- Take notes and encode materials like Material Submittals, method statements, reports, circulars and charts and obtain appropriate signature and dispatch to Contractor / Client.
- Maintain an organized Filing & Tracing system.
- Coordinate with project site offices & maintain updated organization chart.
- All Incoming and Outgoing documents keep on Main Master File (MMF) & Central Filing System (CFS)
- Issue document control monthly report including the IR's, Summary, HSE Report, submittals, status, letters, approvals, meetings etc.
- Receiving, verifying, updating, distributing and quality archiving for drawings, technical reports, specifications, tender documents, contract documents and other project information through electronic documentation.
- Manage final evaluation process for consultants and contractor before the contracts close out through electronic document system.
- IR's, RFI, NCR, PCR, PCO, PMI, SVN, EI, SOR, MoM etc. all documents handling on electronic document system.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Provide advice on procedures of issue and methods in accessing the system.
- Ensuring all the documents are as up-to-date as possible within electronic filing system.
- Handling bid and proposal flow and its follow-up with internal and external clients.
- Online archiving controlling with outside archiving company like Crown Relocation and Infofort.
- Retrieval and storing control over off side archiving companies records
- In house filing and archiving – keeping chronological files for easy reference of internal clients.

### **Job Responsibility – PMC:**

- Received Consultants Correspondences and Submission via Hardcopy or Electronic Document System.
- After Client Approval advice to Consultant sends to Hard copy (with Client approval form) or Electronic Document System.
- After completed Client and Consultant Weekly & Monthly Meetings amended the word documents and issued and advised to Consultant.

- Consultant Monthly Report, Weekly Report, Daily Project Status Report, Site Visit Report, Site Safety Reports & Client Staff Attendance information's are collect from Consultant and forward to Client information and approval.
- Authority letters and Estidama approvals are update to client information and approval.
- Contractor Payments certificates and Consultant Payment certificates are forward to client approval.
- Before release payment from client update IR, WIR, NCR & RFI reports submit to client.
- Consultants, Contractor & Sub-Contractor Contract Documents are Record on PMC Folder Structure.
- Material Submittals, Method Statements, Plans, Payment Certificates & Shop Drawings are received from Contractors via Hardcopy or Electronic
- Document and distribute related Engineers for the subject submittal.
- Forward to client (Consultant commented "approved as noted") if need client approval.
- Client requested documents are submit to correct time.
- Maintaining Correspondence and Submittal logs properly updated.
- Monthly & Weekly reports are submit to client before end of the month.
- Contractor and Consultant invoices are
- Submit to client for approval.

#### **PERSONAL DETAILS:**

- **Languages Fluent in:** English, Hindi, Malayalam & Tamil Arabic (read only)
- **Technical & Academic Qualifications:**
  - Civil Engineering (Diploma) Certificate Attested
  - Higher Secondary (Certificate Attested)
- **Levels:** Accountancy & Commerce
- **Personal Skills:**
  - Typewriting
  - Organizing skills
  - Communication
  - Target Orientated
- **Mob. No's:** +971-56-1206034
- **Email:** [jerjismohamed@gmail.com](mailto:jerjismohamed@gmail.com)
- **Skype:** [jerjis\\_mohamed](#)
- **D.O.B:** 15/07/1976
- **Nationality:** Indian
- **Driving License:**
  - Holding valid UAE Car & Bike license
- **Visa Status:** Visit Visa Valid 22<sup>nd</sup> November 2020
- **Corona Virus:** Vaccination Done

#### **Certification:**

I hereby declare that all the above information submitted are true to my knowledge and shall be extremely happy to serve your esteemed organization. This CV correctly describes qualification, my experience and me.

**(Jerjis Mohamed)**