



# ZOHAIB GULTAJ

DOCUMENT CONTROLLER CUM /ADMIN

## PROFILE

To pursue a career where I can utilize acquired knowledge, skills and experiences. To hold a position where I can grow as a professional and as a person capable of handling responsibilities and contribute to company's goal.

## CONTACT

### Address

Near Clock Tower, Al Rigga  
Dubai

### Phone

+971- 0569951766

### Email

Zeemobile333@gmail.com

## PERSONAL

- **Date of birth:** 05-11-1993
- **Nationality:** Pakistani
- **Material status:** Single
- **Passport No:** BA7596441
- **Driving license:** Dubai

## SKILLS

- Having good technical knowledge
- Willing to take on more responsibilities as needed and devote time necessary to complete deadline.
- Self- motivated m hardworking good oriented and team player
- Always working with positive attitude
- Good communication & analytical hand writing skills
- Have uncompromising commitment to quality

## LINGUISTICS SKILLS

- ENGLISH
- URDU
- ARBIC

## EXPERIENCE

I have a strong working experience in Document Controller cum Office Assistant. My excellent communication and interpersonal skills coupled with my, helps me to positively interact with a range of people of different designations and diverse nationalities.

Being organized is my guiding principle, plus my knowledge in (Ms Word, Excel, PowerPoint), good time management serve as my tool to cope up with everyday challenge

## CAREER

2019-2021

### DOCUMENT CONTROLLER- EMT Electromechanical Works LLC

Administer external and internal site correspondences by the software available in the project (Aconex/ePROMIS). Manage the control of incoming documents ensuring that project document control procedures are followed. Maintain accurate records of incoming documents and correspondence and retrieve immediately as required or requested.

Prepare letters, reports, presentations, meeting minutes and monthly reports in accordance with the standard project templates.

Managing all QA/QC activities.

2017 - 2018

### DOCUMENT CONTROLLER/ Receptionist

#### BEIJING EMIRATES CONTRACTING LLC, DUBAI

Coordinating all activities related to the document control procedure, including technical documents & material submittals, drawings & commercial correspondence.

Preparation & submission of progress reports, daily reports preparation of IR, MIR, SOR, NCR and all applicable monitoring reports on regular basis or as required.

## COMPUTER SKILLS

- MS EXCEL
- MS OFFICE
- ADOBE PHOTOSHOP
- AUTO CAD
- POWERPOINT
- OUTLOOK

## ACADEMIC CREDENTIALS

- |                     |   |
|---------------------|---|
| ✓ B.com             | A.I.O.U University                        |
| ✓ Civil Engineering | IETC-Iqra Educational & Technical Council |
| ✓ H.S.C (I.Com)     | Jinnah Islamia College of Commerce        |
| ✓ SSC               | Govt . Abbasi high School                 |

## KEY RESPONSIBILITIES

- ✓ Received issued, Log, update and keeping of all project related documentations i.e Drawings, Specifications, Data Sheets, Design Calculation etc.
- ✓ Provide the ability to control the documentation flow, filing/ archiving.And document handover activities for the project sites, both for the Head Office and project sites throughout all Phases (Engineering, Procurement, Construction & Commissioning etc.) of the Project.
- ✓ Performs clerical tasks, such as arranging letters, memoranda, invoices and other indexed documents according to an established system
- ✓ Monitored Critical Activities onsite & corrected the UN safe practices followed by the workers.
- ✓ Operates office equipment and completes general office work
- ✓ Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries and returns
- ✓ Experience in working with people on different levels
- ✓ Excellent customer service skills.

## JOB DISCRETION

- ✓ Compares the quantities of items physically present in the ware house to the inventory records and investigates the discrepancy
- ✓ Validates accuracy of System Balance vs. actual stocks available inside the warehouse
- ✓ Responsible for the entire inventory in and out and arranges stock as per the management requirement
- ✓ Performs general clerical duties such as photocopying, faxing, mail distribution and Requests adjustments on inbound discrepancies and other related discrepancies with the principal to match system and actual stocks
- ✓ Coordinates and maintains records for staff, phones and office keys
- ✓ Creates and modifies various documents using Microsoft Office
- ✓ Maintains the warehouse housekeeping and records

## DECLARATION

I hereby declare that all the above furnished details are true to the best of my knowledge and belief.

**Zohaib Gultaj**