

## MAZHAR ALAM

### Document Controller

Darbhanga Bihar-India

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#### CAREER OBJECTIVE

To obtain a position as Senior Document Controller / Lead Document Controller or Specialist Document Controller where my background and experience will be contribute to growth and profitable.

#### EXPERIENCE: - 17 YEARS

I have almost 17 years Experience as a Document Controller in various industries such as Construction, Oil & Gas, having very good knowledge of Electronic Document Management System (EDMS) such as Primavera Expedition Aconex SharePoint and SAP.

#### CAREER DETAILS:

##### 1. MUC Middle East Engineering Consultancy (Sep, 2019 to Apr-2020)

P.O. Box : 41816 Abu-Dhabi  
Position : Document Controller  
Project : Engineering / Designing  
Client : ADNOC

##### 2. Kharafi National Ltd (Jan, 2014 to Aug, 2019)

P.O. Box : 26831, Abu Dhabi, UAE  
Position : Data Processing Operator  
Project : Petro Chemical Plant /Operation Maintenance  
Client : ADNOC (Abu Dhabi Polymers Company – Borouge)

##### 3. Punj Lloyd Ltd. (Dec, 2011 to May, 2012)

P.O. Box : 31721, Doha State of Qatar  
Position : Document Controller  
Project : Polysilicon Plant (QSTech)  
Client : Qatar Solar Technologies  
PMC : CH2M HILL INTERNATIONAL

##### 4. Al-Futtaim Carillion LCC (Mar, 2008 to Feb, 2010)

P.O. Box : 107099, Abu-Dhabi  
Position : Senior Document Controller  
Project : Yas Island Marina Hotel  
Client : ALDAR; PMC: KBR

##### 5. Saudi Oger Ltd. (Aug, 2002 to Jan, 2008)

P.O. Box : 1449, Riyadh 11431, K.S.A.  
Position : Project Manager's Secretary /Document Controller  
Project : MTD & Workshop Packages  
Client : ARAMCO; PMC: Dar Al Handsah

##### 6. Al-Mudarraaj Est. (Apr, 2000 to May, 2002)

Position : Secretary /Document Controller  
Project : National Guard  
Riyadh : Saudi Arabia (National Guard)

## **JOB RESPONSIBILITIES**

- Set up and Maintain Electronic Document Management System (EDMS) with coordination of IT.
- Controlling drawings and documents such as drawing numbering, tracking, distribution, receivables, electronic storage, retrieval, and report generation for all incoming and outgoing correspondences, documents and drawings.
- Maintaining all operations documents such as (Procedures, Manuals, Work Instructions, Guidelines, Forms, Checklist, Specifications, Safety Information Sheets, etc...). Generating, updating and controlling Document lists and produces status reports.
- Develop the system for recording and distribution of all incoming and outgoing drawings, materials, and correspondence as per ISO 9001 Quality Management System Requirement.
- Maintain up to date records of all information and ensure that it is available to the team.
- Issue and distribute controlled copies of information in accordance with the design management plan.
- Check information on drawings for conformance with status and format agreed liaise with designers, specialist, consultants and clients on queries regarding issues of information.
- Troubleshooting any problems of issue and method in accessing the system.
- Periodically review, revise as necessary and arrange authorization by the relevant personnel
- Accountable for the completion of standard or non-standard tasks, within the function delivers activities to support operational objectives for their role.
- Supports delivery of Health and Safety policy and standards.
- Meets deadlines and quality standards taking account of impact outside area of responsibility.
- Focus of work on the completion of set related tasks for particular section or service with the ability to accommodate new tasks.
- Prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose.
- Liaise with Client and Subcontractor document control departments.
- Coordinating the establishment and maintenance of project central filing system.
- Responsible on the control, tracking of revisions, compilation, distribution, and transmittal of all drawings and document deliverables to Client.
- Preparing and submitting to Client the Weekly and Monthly progress reports.
- Process through the Aconex (EDMS) all incoming / outgoing documentation.
- Maintain document control processes and procedures.
- Maintain and manage electronic and hard copy documents as required.
- Monitor technical documents review and approval in accordance with agreed schedule.

- Controlled copies of latest approved documents and drawings are distributed internally and externally (Clients and Suppliers).
- Set-up Projects folders and facilitate Project communication process.
- Develop and maintain the Document Management System.
- Maintain log sheet all incoming / outgoing documentation.
- Preparing permit, material reservation, working on Cado-2.

#### **PERSONAL PROFILE:**

Name : Mazhar Alam  
Nationality : Indian  
Date of Birth : 19/01/1970  
Marital Status : Married  
Language Known : English, Arabic, Urdu & Hindi  
Experience : More than (17) years.

#### **QUALIFICATION**

- Diploma in Office Administration & Management
- Computer Diploma in Microsoft Office
- Diploma in MS Excel 2007 Advanced
- Advance Business Writing Skills Certificate

#### **SKILL:**

- Team player, versatile & able to do multitask, Ability to work alone and be able to use initiative
- Good written and oral communication skills in English
- Good knowledge in ISO 15489 Documents and Records Management & ISO 9001 Documentation.
- Proficiency in the use of EDMS such as Primavera Expedition, Aconex, SharePoint.
- Comply with all company Health, Safety and Environment policies and procedures
- Knowledge of SAP R/3 ERP application
- Basic First Aid Training Course Certificate