



ALI HUMZA

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Abu Dhabi, United Arab Emirates

OBJECTIVE

To make positive contribution as part of your dynamic and well reputed organization in a position where my skills will be appreciated and enhanced.

SKILLS

- Ambitious, Hardworking, Energetic and well disciplined,
- Punctual & Positive thinking
- Quick learner, Team management skills, Honest, & Friendly
- Excellent Command on Microsoft Excel, Word.
- Strong oral and written skills.
- Responsible for the daily task.
- Responsible for Multitasking
- Self-motivated and flexible

COMPUTER PROFICIENCY

- MS Office,
- Data Base Management
- Internet concept and Application

EDUCATION

Bachelor of Business Administration (BBA Hons,)
Foundation University, Islamabad, Pakistan (2018)

Higher Secondary Examination
(Computer Science,) *Punjab College, Rawalpindi. (2014)*

High School leaving Certificate
(2012), *Khewra Jhelum.*

EMPLOYMENT HISTORY

- Document Controller July 2019 - Present
China Petroleum Engineering & Construction Company, Abu Dhabi.
- Reporting Analyst Nov 2018 – July 2019
MTBC (Medical Transcription Billing company) Rawalpindi.
- Internship Aug 2017 – Sep 28 2017
Consumer Finance Center (RFD), Bank of Punjab Rawalpindi.
- Internship, July 2016 – Sept 2016
Consumer Finance Unit, Dubai Islamic Bank Rawalpindi.

PROFESSIONAL EXPERIENCE

China Petroleum Engineering & Construction Corporation
Div-7, UAE Abu Dhabi

- Client: ADNOC ONSHORE
- Project: BAB Integrated Facilities Project (BIFP)
- Document Controller (DCC) (July 2019 – Till Date)

ROLES AND RESPONSIBILITIES

- Uploading all the Project progress in Amogh PMS (Project management Software).
- Well aware of **GOC (Go-Completion)** and preparing Mechanical completion documents with MCD team.
- Maintain and Upload/Downloading Project documents from **WRENCH**.
- 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

PERSONAL DETAIL

- Nationality : Pakistan
- Date of Birth : 03.06.1995
- Passport No : BX6212181
- Languages : English, Urdu, Punjabi
- Visa Status : Employment
- UAE License No: 2548973

effective functioning of the Quality Management System are performed.

- Joint Marking Isometric and spool drawings.
- Responsibilities including preparation of Construction Record Book (Soft copy and Hard copy).
- Review and updating all reports in Amogh Project Management software like Fit-up reports, Progress reports, Welding reports, NDT reports, and all other 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-contractor's documents.
- Verify that only the last revision drawings, submittals, etc. are distributed to all locations and involved parties concerned including sub-contractors.
- Prepare all documents based on the quality procedures for internal and external audit. Transmittal of drawings, quality procedures, related documentations.
- Well aware of all types of quality documents like Hydro test packages, ITP, Various Checklists, RFI, method statements, MAR, Material Request, and other project related documents.
- Coordinate with various teams to administrate all jobs in projects.
- Import & download data in system accordingly.
- Conduct and attend meeting with Clients, Contractors and management, etc.
- Give proper guidelines/advice to the team according to different problems arise in projects.
- Maintain the data and reports of project according to the client requirement.

MTBC (Medical Transcription Billing Company) Pakistan

Department: Financial Planning and Business Analysis Unit

Reporting Analyst (Nov 2018 – July 2019)

ROLES AND RESPONSIBILITIES

- Preparing Daily request report by extracting data from different software.
- Responsible for the weekly and month End Report.
- Coordinating with US based clients, and Management for the financial activities.
- Regularly examine data reports to locate and resolve mistakes throughout.
- Extracting data from different software's and preparing reports in Excel as per request from Client.
- Accurately analyze and collect data for various types of business reports

- Create business reports that provide insight into key data points
- Communicate the results of data analysis in written and verbal form to managers
- Support various departments, including marketing and sales, in reaching their goals through analysis
- Monitor data to identify changes in financial and business trends
- Coordinating with the client of different Region for invoicing purpose.
- Preparing Report according to the Request.
- Extracting Data and Preparing invoices.
- Weekly and Monthly Invoicing preparation.
- Handling almost 80 different practices for invoicing and billing purpose.

Bank of Punjab (BOP)

Department: Consumer Finance Center

Internship internee (2017)

- Learned about advanced banking system, worked on administration management, marketing that includes sale and loan processing, auto processing, recovery of loan etc.

Dubai Islamic Bank (DIB)

Department: Consumer Finance Unit

Internship internee (2016)

- Learned about basic banking system, worked on AI/AE internal and external verification, collection of funds, creditor file processing, file verification, file updating according to software, and final credit decision.

INTEREST

- Travelling, Reading, Birding, Photography and Sports

DECLARATION

- All the details mentioned overhead are accurate and precise to the best of my knowledge and beliefs

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