

SAYED IRSHAD HUSSAIN

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Objectives:

A position in a result-oriented company that seeks an ambitious and career conscious person, where acquired skills and education will be utilized toward continued growth and advancement.

Personal Profile:

Father name	Sayed Sardar Hussain
Nationality	Pakistani
Date of Birth	27/4/1980
Visa Status	Employment (Transferable)
Passport No	KG210518
Profession	Document Controller / Secretary / Administrator / Coordinator
Languages	English, Urdu, Persian & Arabic (Average)

Academics:

Master of Business Administration - MBA, 2005

DIHE, Karachi, Pakistan

Computer Skills:

- MS Office (Word, Excel, Power Point, Outlook, Primavera Contract Manager, Prolog, Unifier).

Professional Experience:

Total 16 + Years (14 Years in U.A.E)
Holding a valid UAE Driving License.

Company: Dewan Architects + Engineers - Dubai UAE.

Project Name	Sur La Mer Townhouses (147 Nos Townhouses)
Client	Meeras / N25
Consultant	Dewan Engineers & Architects
Contractor	Beaver Gulf Contracting
Value	250 Millions AED
Location	Dubai – UAE

Position: Secretary / Document Controller

Period: From 16 April 2020 to date

Job Responsibilities:

- Create and manage all the Project document.
- Updating logs of Material Submittals, PQ, Method Statement, Shop Drawings, NCR, SOR, Site Instruction, Test Report, Inspection Request, MEP Clearances, Technical Submittals, Correspondences.

- Receiving, distributing Documents in concern staff,
- Following open / pending documents for closing.
- Circulate all commented documents to the concern team.
- Keeping a proper record of documents (Soft / hardcopies).
- Assist Resident Engineer in administrative requirements as required.
- Receiving phone call and forwarding to the concern staff.
- Preparing monthly timesheets (for Head Office & Invoice Purpose).
- Checking emails and take some actions if necessary.

Project Name	Cayan Cantara
Client	Cayan Cantara Limited
Consultant	Dewan Engineers & Architects
Contractor	Shapoorji Pallonji
Value	1 Billion
Location	Dubai - UAE

Cayan Cantara is a mixed-use development featuring one 42 floors apartments building and 38 floors serviced hotel apartments tower.

Position: Secretary / Document Controller

Period: From 20 June 2017 to February 2020

Job Responsibilities:

• Having good knowledge in Prolog (preparation of Transmittals, letters, RFI etc. Using Prolog since June 2017)

- Manage and maintain all the company documents
- Update and control procedure documents and forms
- Create and manage document hierarchy and process systems
- Take charge of all document identification, classification and filing
- Frequently conduct document audits confirming they are current and accurately reflect recorded evidence
- Ensure revised documents are accessible
- Assist with communication during external audits
- Conform to company enforced specifications and Document Control Procedures
- Train Document Control Clerks and delegate and oversee their tasks
- Train employees in company's controlled document processes to ensure correct handling of documents from the ground up
- Oversee document through its entire lifecycle (inception to archival)
- Create document filing and organizing systems that are both effective and efficient
- Ensure proper organization and security of documents (paper and electronic)
- Log document requests and help retrieve documents as needed for employees
- Make available, notify and distribute documents to relevant recipients

- Confirm delivery of documents to proper personnel
- Collaborate and communicate with managers and project leaders

Company: Morganti Group Inc. (Project Management Consultancy) - Dubai UAE.

Project Name	The Onyx
Client	The Onyx for Development
Project Management Consultancy	Morganti Group Inc. (MGI)
Consultant	Eng. Adnan Saffarini (EAS)
Contractor	ASGC
Value	450 Million AED
Location	Dubai - UAE

- The project involves construction of 3 towers of which 2 will be office and residential Towers (T1 and T2) and the other one is hotel tower.

Position: Senior Document Controller

Period: From 12th September 2013 to 19 September 2016

Job Responsibilities:

- Under general supervision performs a variety of document control functions for a project or department. Coordinates the flow of documents between project operations, engineering disciplines, construction team, or other department groups.
- Preparing, maintaining and updating the document register for incoming and outgoing project documents.
- Preparing outgoing Transmittals & Submittals for project related documents and drawings.
- Correspondence between Client, Consultant, Contractors and Sub-Contractors.
- Responsible to ensure that all projects related documents are well organized, checked and submitted on time prior to the documents submission due date.
- Sending e-mails in response to project related documents to the Client, Consultant, Contractors and Subcontractors.
- Preparing, updating & maintaining the master filing system for easy retrieval.
- Coordinating with all departments, site offices, subcontractors, consultant for proper execution.
- Responsible to evaluate and record all the Documents and Drawings received from Consultant, contractors and suppliers confidently and with outmost care for the smooth flow and distribution in accordance with the project matrix.
- To track As Built drawings in order to ensure review requests are resolved.
- Responsible for monitoring and follow up of pending submittals to the Consultants.
- Keeping records for the superseded documents and drawings.
- Controlling all drawings and distribute to departments.
- Handling all technical documents and kept in record as per revision.
- Checking all incoming and outgoing Sub-contractors documents.

- Preparing all kinds of transmittal and submit to client.
- All transmittal incoming and outgoing kept in record as per revision.
- Co-ordinate with client, which is required for our project.
- Co-ordinate with Construction Manager and Project Manager.
- Able to establish and maintain a system for filing and registration for the project.
- Manage archive activities for controlled documents and validation of files.
- Maintain the Master Projects Directory to ensure documents created internally and externally are stored in a secure network area.
- Direct and maintain current and archive filing systems with hard/soft copies.
- Controlling Vendor's Documents, Pre-Qualification, MAR, Steel Structure & Erection Shop drawing.
- Monitor proper classification & sorting of documents, archiving and retrieval in accordance with project document procedure.

Company: Al Geemi & Partners Contracting Company, LLC Abu Dhabi, UAE.

Project Name	Ruwais Housing Complex
Client	ADNOC
Project Management Consultancy	Dorsch Consultant
Consultant	Al Trath
Contractor	Al Geemi & Partners
Value	427 Million AED
Location	Abu Dhabi – UAE
Project Name	Roads and Utilities at Shams Abu Dhabi
Client	Sorouh Real Estate
Project Management Consultancy	Hill International
Consultant	Hyder Consulting Middle East Ltd.
Contractor	Al Geemi & Partners
Value	450 Million AED
Location	Abu Dhabi – UAE

Project Name	Maintenance and Rehabilitation for highways and bridges, Eastern Region – Al Ain – UAE
Client	Al Ain Municipality
Consultant	Diwi Consultant
Contractor	Al Geemi & Partners
Value	90 Million AED
Location	Al Ain – UAE

Position: Document Controller

Period: From 15th July 2008 to 11 September 2013

Job Responsibilities:

- **Having good knowledge in Primavera Expedition (preparation of Transmittals, letters, RFI etc. Using expedition since October 2009 to July 2011)**
- Assigns document control number, date stamp, and file code assignment as necessary. Assists in the maintenance of logs and reports.

- Exercises considerable judgment and discretion in handling requests for distribution of information.
- Backup for distribution of daily internal/external Emails and Letters sending and distributing faxing/scanning as required. Proactively maintains highly organized filing system; files correspondence and other records as requested.
- Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailing. Creating Transmittals for Drawings and Submittals. Updating Submittals/Drawings status & preparing status Log. Prepares documentation for archiving.
- Assists with special projects as assigned. Maintains complete confidentiality at all times.
- Attends all required meetings and training. Performs other duties as assigned. Document control of filing in office of both hard/electronic documents.
- Preparing ITRS (Inspection Test or Requests).
- Preparing MEP Clearances according to the Related works where (Electrical & Mechanical) services required.
- Preparing and updating Log for ITRS and MEP Clearances.
- Preparing daily Contractor & Sub – Contractors Manpower and All equipments.
- Preparing daily Contractor's daily works program & Progress Report.
- Preparing Weekly Minutes of Meeting (MOM).
- Preparing RFI (First Information Request).

Bank: Muslim commercial Bank Ltd Pakistan

Position: Internee

Period: 2 Months

Job responsibilities:

- During this period as internee, I performed the following tasks.
- Received deposits from customers
- Made withdrawals to the customers
- Opened and managed accounts for customers
- Collected debts from customers
- Made advances to the customers
- Collected utilities bills such as electricity, telephone bills