

Abdul Majid-Document Controller- UAE-Work Visit



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<https://bit.ly/2IWzIZz>



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United Arab Emirates



Capable of Driving (B-Class)

Professional Summary

A proficient professional having five years of experience to Leads the Document Control, Correspondence and Information Management activities on the Project. Maintains the integrity of Information Management procedures including documentation workflow and storage of technical project data and documentation both hardcopy and electronic.

To handle Management of People, Labor, hiring process, coordinate with client, Contractor, Subcontractor of Plant and Camp management, Catering management, Security management, Water management

Key Skills

- Best Document Controlling
- Plant Documentation Management
- Technical Data Management
- Management Achieve Room
- Collaboration & Teamwork
- Technical Capability & Delivery
- Adaptability & Learning
- Plant Management
- Technical Report Writing
- Analytical & Problem Solving
- Leadership
- Microsoft Office Applications

Professional Experience

Duration: Jan-2017 to Dec-2021

Hydrochina International Engineering Co.Ltd, Jhampir Pakistan

Department: EPC- Construction of Wind Power Plants

Designation: Project Document Controller

Responsibilities: Document Control and Management

I have Worked with this company as **Project Document Controller** during the period of five Project of Wind Power Plant Constructed successfully and I performed my duties in all projects of this company.

- Receives, tracks, and monitors documents using standard document management programs to register documents, maintain databases, and produces logs, transmittals, and other reports as required. Enters data and produces reports using other standard office automation or department-specific computer applications
- Implement work plans and mechanisms necessary for the classification, indexing, and archiving of documents and files to ensure the documents availability and safety
- Collect and maintain a filing system for all registered documents, correspondents, and mail for retrieval purposes
- Record and archive all documents using the approved classification and indexing mechanisms
- Ensure proper implementation of mitigation plans to maintain preserved documentation in case of incidents, damages, or deterioration
- Review specifications/technical documents along with the ability to spot errors
- Manage filing, sorting, and retrieval of electronically stored or hard copy documents, sorting in a timely, accurate and efficient manner
- Maintain discreet confidentiality of information, procedures and all documents and file and track documentation to ensure security and control
- Upload document data into document control system, ensuring that the information is accurate and up to date
- Responsible for coordinating all departments of the company in order to assure that all documents are kept in the right place and in the right department file archive
- Ensure that all corporate documents are well checked and submitted on time prior to the document's submission due date.

Professional Experience

Duration: Jan-2016 to Dec-2017

Sachal Energy Development Ltd Sindh, Pakistan

Department: Operation and Maintenance

Designation: HR/Administrator/Camp Boss

Responsibilities:

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- Manage schedules and deadlines.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Monitor costs and expenses to assist in budget preparation.
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- Oversee facilities services, maintenance activities and tradespersons (e.g electricians).
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Maintain hardcopy & electronic records for the Control functions; including data entry, filing, scanning, retrieval & photocopying.
- General Administration support as required by the Planning & Control Department.
Receiving, dispatching and filing of all technical and non-technical documents in and out of the office.
- Maintain the full flow / control of documents as per ISO standard.
Prepare monthly and weekly reports of all tasks & keeping the photographic log in date order, to support the projects planner
- Creating transmittals and issue Client and subcontractors.
- Full responsibility of the finished project documents and archive them separately in office store in a highly professional way, as it can be easily recovered in the future

PROFESSIONAL QUALIFICATION

- **University of Sindh Jamshoro, Pakistan (2012– 2015)**
Bachelor of Economics

Professional Diplomas & Trainings:

- Completed Six Month Computer Information Technology Course
- Effectively Completed Computer Accounting and Finance course from government Department
- Successfully Completed Professional Microsoft Office Automation Course
- Productively completed **Training on Finance and Control**
- Effectively completed 30 days training on “**Camp Management**” conducted by Chinese Trainer
- Exceptionally completed 30 days training on “**Plant Management**”
- Fruitfully completed one-week workshop on “**Occupational Health Safety & Management**” conducted by HSE Trainer

Professional Participations:

- Voluntarily participated in “4th International Conference on Energy Environmental & Sustainable Development” at MUET, Jamshoro in 2016
- Energetically participated in “ENVSION Seminar IEEE ISRA Student Branch” in 2015
- Smartly participated in one day seminar on “Event Management” at Sindh University in 2014
- Actively participated in “Smart Grid & Its Application by IEEE – PES, MUET Student Chapter 2013”
- Enthusiastically participated in “4th International Multi-Conference (IMTIC-15) at Sindh University, Jamshoro

Professional Affiliations:

- “Member of Higher Education and Commission of Pakistan”