

Waqas Ahmed Anjum
Documents Controller

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Summary

To exercise over 5 years of experience with strong management abilities, exceptional customer & client relationship and excellent communication skills, ensuring the quality of work in compliance with the challenging job & customer requirements & client recommendations. With services in United Arab Emirates and Pakistan on a variant experience as administration of staff, customer relationships, office control & communications as well as securing the premises with exceptional control & efficiency.



Expertise & General Skills

Documents Control,
Customer Relationship
Staff Management & Control
Leadership & Management
Team Work
Communications
Security Control

Professional Experience

April 2016 to till date Document Controller – Manazil Group Sharjah.

- ❖ Uploading all kind of documents of the projects in M. File software.
- ❖ Utilize document management software: M. File
- ❖ Planned, controlled and directed the document control functions for a mining study.
- ❖ Organized and reviewed project deliverables with the engineering team and monitors quality to ensure all documents conform to established standards and procedures.
- ❖ Trained project personnel in automation tools and document control procedures.
- ❖ Created and implemented the Submittals and Transmittals process within the project.
- ❖ Directly supported Contracts Engineers with the RFP process and reviewing RFI, s, Submittals and Drawings.
- ❖ Data entry through Share File, PDM System Software and Excel, entered up to 150 documents daily.

Jan 2014 to March 2016 Security/ Document Controller – Star Security Services, Abu Dhabi

- ❖ Coordinate all activities related to the Document Control procedure, including technical documents and correspondence.
- ❖ Input document data into the standard format ensuring that the information is accurate and up to date.
- ❖ Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff and suppliers as applicable
- ❖ Maintain updated records of all approved documents and their distribution clearly.
- ❖ Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- ❖ Record requests and resolve issues with prompt action and accuracy.
- ❖ Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.

- ❖ Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- ❖ Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.
- ❖ Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.

Apr 2013 – Dec 2013 Deputy Manager – Saudi Pak Insurance Company, Lahore

- ❖ Management of office & staff.
- ❖ Liaison with the managers, CEO and the clients.
- ❖ Dealing directly with customers and respond properly to their requirements.
- ❖ Obtain & evaluate all relevant information to handle product & service inquiries.
- ❖ Preparing the weekly, monthly and annual reports.
- ❖ Record requests and resolve issues with prompt action and accuracy.
- ❖ Coordinate all activities related to the Document Control procedure, including technical documents and correspondence.
- ❖ Input document data into the standard format ensuring that the information is accurate and up to date.
- ❖ Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff and suppliers as applicable
- ❖ Maintain updated records of all approved documents and their distribution clearly.
- ❖ Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
- ❖ Compile, copy, sort, and file records of office activities, business transactions, and other activities.

Education

Intermediate complete in 2010
Azad Jammu & Kashmir, Mirpur Board, Pakistan.

Trainings & Languages

- ❖ PSBD License, U.A.E.
- ❖ Basic Security Guard training course from National Security Institute UAE
- ❖ English, Arabic, Urdu

Computer Skills

MS Office (Word, Excel, Power Point, etc.)

UAE Driving License

Under process

References

On Request