

RESUME

Present Address for Correspondence:

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Post: Document Controller



GHULAM NABI

CAREER OBJECTIVE: To seek a professional job opportunity with a reputed organization where in my ability and education will be utilized to the maximum level contributing to the success of the organization and self-growth in the company hierarchy.

COMPUTER SKILL

- Currently using Team Oracle Aconex.
- Previously using M-Files Enterprise Document Management software in document control department.
- Good grip on Word & Excel to work with and update Logs in the Excel Spread Sheets.
- Windows Professional 7, 10 as well as (MS Office 2007 & 2016) Professional.

EXPERIENCE:

JANUARY 2020 – PRESENT

Shapoorji Pallonji Mideast LLC

Designation: Document Controller



JUNE 2015 – NOVEMBER 2019

Ghantoot Group, Abu Dhabi, UAE

Designation: Office Clerk



JULY 2013 – MAY 2015

Six Stars Enterprises, Sialkot, Pakistan

DESIGNATION: OFFICE CLERK

Shapoorji Pallonji Mideast LLC

Project : Warner Bros Hotel (WBH)

Document controller - (January 2020 till Present).

JOB RESPONSIBILITIES

- Raising the WIR (Work inspection request) & MIR's (Material Inspection Reports) for Inspection on daily bases by using Team work.
- Closing of NCR (Non-Confirmation Report) SOR (Site Observation Report) from Client.
- Coordinating with MEP Department for MEP Clearance.
- Coordinating with Consultant for RFI Receiving & Sending.
- Making of Daily, Weekly & Monthly QC reports.
- Logging the documents on the approved system of the company and follow up the status of the documents and send alerts for pending issues.
- Coordinating with Third Party Lab for the Test Reports for Concrete, Compactions Test & other Material Tests and Up Dating in Log.
- Perform regular audit on corporate documents in order to ensure that all documents are properly submitted to other departments.
- Daily update of EDMS (Electronic Document Management System) and log sheets/registers.
- Assisting departments with quires on documentation requirements and submissions.

GHANTOOT GROUP

(BUILDING DIVISION)-ABU DHABI (U.A.E)

Project :Ghantoot-Murray & Roberts JV Al Raha Residential Development Towers



JOB RESPONSIBILITIES

OFFICE CLERK - (JAN 2016 TO NOV 2019) IN CONSULTANT OFFICE.

- Coordinating Documents with difference departments and maintaining several documents efficiently
- Filing as per Document Control Procedure in neat & orderly manner. Making sure the documents can be located easily and those files are labeled clearly
- Filing design drawing and remove superseded drawing for archive
- Binding Documents for all staff
- Making sure submittals are submitted to all parties
- Preparing & checking submittals for contractor project management & client

- Scanning & photocopying of all documents, including Plotter scanning & copying and also familiar with correct folding of A0, A1, A2, A3 papers
- Eliminated any errors, mistakes or misstatements in the documents and ensured the data is clearly and concisely stated.
- Maintained records as instructed by the management
- Conforming to the standard operating procedures set by the organization for presentation and submission of documents
- Ensuring the data of the organization is maintained safely and no vital information of the organization leaks out to the outsiders.

Project: Court House Project (A039) Ghantoot Building Division.

Time Keeper – Jun 2015 to Dec 2015

- Reviewed timesheets, work charts and timecards for completeness.
- Verify employees' attendance manually and electronically
- Tracked the extra hours worked for overtime
- Coordinate with filed time keeper foreman and general foreman.
- Posting of daily timesheet in desk.
- Receiving daily time sheets from supervisor Forman & general foreman.
- Checking daily subcontractor's attendance and making one daily report.

OFFICE CLERK - JULY 2013 – MAY 2015

- Filing as per Document Control Procedure in neat & orderly manner. Making sure the documents can be located easily and those files are labeled clearly
- Binding Documents for all staff
- Making sure submittals are submitted to all parties
- Maintained records as instructed by the management
- Conforming to the standard operating procedures set by the organization for presentation and submission of documents
- Scanning & photocopying of all documents, including Plotter scanning & copying and also familiar with correct folding of A0, A1, A2, A3 papers.

ACADEMIC QUALIFICATIONS

10TH STANDARD:

High School Saukinwind, Tehsil Pasrur, District Sialkot

Diploma in Computer Applications

DIPLOMA IN OFFICE MANAGEMENT (JUNE 2013)

DIPLOMA IN REPAIR AND MAINTENANCE OF ELECTRICAL APPLIANCES (JANUARY 2012- 2013)

PERSONAL STRENGTHS

Hard working, Punctual, Loyal, Result oriented, quick learner and versatile. Co-operative and friendly approach towards seniors and colleagues highly motivated to expand knowledge and skills.

PERSONAL PROFILE

Father's Name	:	Muhammad Malik
Date of Birth	:	27-12-1993
Gender	:	Male
Marital Status:	:	Single
Nationality	:	Pakistan
Languages Known	:	English, Urdu, Punjabi & Arabic
Passport No	:	AT9092981
Visa Status	:	Work Visa
Visa Expiry	:	26 January 2022