

# Mohamed.FM. Thowfeeq Basha

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## PERSONAL PROFILE

**18+ years experience** in U.A.E & Oman majorly as **Document controller & Administrator of which 8 years was in Oil & Gas sector**, **7 years in Construction sector** & **3 years in Hospitality sector**. Have expertise to establish and maintain an effective filing and archiving system for paper, files in accordance with standard archiving procedures. Possess extensive knowledge of electronic data management, filing systems, supplier document controls & final handover documents.

Willing to execute and be part of challenging jobs.

## Educational Qualification

**GRADUATION**      **BACHELOR OF COMMERCE – B.Com**      **1992-1995**  
Bharathidasan University, Jamal Mohammed College, Trichy. India.

## Professional Development

**Sr. Document Controller** : Arabian Industries Manufacturing LLC, Sultanate of Oman. **2012 to 2020**  
(8 years Oil & Gas sector)

**Document controller** : ETA M&E Division, ETA ASCON GROUP, Dubai, UAE. **2004 to 2011**  
(7 years Construction sector)

**Store Keeper com supervisor:** Grand Continental Hotel, Abu Dhabi, UAE. **1999 to 2002**  
(3 years Hospitality sector)

**Office General Clerk** : Haj ali Trading EST. Dubai, UAE. **1998 to 1999**

## Professional Information

**Functional Area** : Administration | Secretarial | Clerical Operations.

**Area of Specialization** : Document Management | Administrative Assistance | Document Review  
Data Management | Information Management | Database Administration

**Computer Proficiency** : Microsoft Office | SharePoint | Microsoft Excel | Microsoft Outlook  
Adobe acrobat Pro | FTP Servers- Filezill

**Key Skills** : Project Support | Document Preparation & Processing | EDMS | EDRMS  
Project Documentation | File Systems | Data Control | Implementation of  
DC principles and processes | Resolve DC queries | Establish, implement  
& co-ordinate the project document control function | Basic and Essential  
Skills | Basic Fire fighting.

## Document Controller

### WORK EXPERIENCE 1

Arabian Industries Manufacturing LLC (Sultanate of Oman)  
(From December 2012 to June 2020)

AI Manufacturing (AIM) a wholly owned subsidiary of the holding company Arabian Industries, is an ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 certified company and a complete solution provider focused on Engineering and Manufacture of Process Equipment, Packages & Solutions.

Major Clients Projects involved - **PDO | ORPIC | OXY | TR Engineering | OGC | Petrofac-UAE | Daelim-Korea | ZADCO-UAE | ABB | Worley Parsons | Tatweer Petroleum- Bahrain.**

#### Responsibilities:

- Assigning document numbers to new documents as per company numbering procedure. Manage document review & approval process, including processing of change requests and updates. Ensure that documents are complete and in compliance with company procedures.
- Able to setup and implement a project document distribution matrix and review matrix. Familiar with transmittal/submittal protocols for document receipt, despatch, distribution. Ensure that the latest revision and approval status of drawings, materials, etc are kept updated and highlighting all the pending issues on time.
- Follow up, applying, updating and controlling all documents in both soft copies (in FTP servers, SharePoint links) and hard copies as per company procedures & client requirements.
- Preparing, Maintaining, Testing and Updating (VDR, MDR, Manuals, Record books etc) for project documents from Supplier, Main Contractor, Consultant, and Client.
- Collaboration with project discipline, issue documents to meet project schedule & Ensure that all the incoming documents are distributed as per the Document Distribution Matrix and acted upon without any delay.
- Advice vendors/suppliers regarding document status and expedites re-submittals of outstanding and pending documents. Able to recognize problems, recommend solutions and implement the solutions into action.
- Organize, maintain and regularly update files and records of the department, including confidential files. Retrieve documents as required.
- Tasked with performing evaluations and audits of the company regarding documentation, to find and assess problem areas.
- Preparing Transmittals for all outgoing documents as per Document distribution matrix and sends out documents thru the courier service to Client, Vendors & Suppliers.
- Close liaising with the Management in preparation of Staff Performance report and keeping the document in secret. Ensure that all communications, letters, memos and documents are delivered and routed to reach the addressee on time.

## Document Controller

### WORK EXPERIENCE 2

**ETA ASCON (Dubai, U.A.E)** (May 2004 to April 2011)

**ETA ASCON** as a company has a turnover of more than 5 Billion US Dollar. Worked with ETA M&E division which does MEP works.

#### **Career Highlights:**

Joined in ETA M&E Division as Site Office Admin Assistant on 25th May 2004 and continued in same position till December 2004 in DIFC Gate Building, Dubai (Value: Dhs. 100 Million). Was promoted as Document controller in 2004 December and worked in that position till 2007 December in Discovery Gardens project (Value: Dhs. 550 Million). Then worked as a Site Administrator / Document Controller in JAFZA Convention Centre project, Jebel Ali(Value: Dhs. 425 Million).

#### **Responsibilities:**

- Updating and controlling all ISO 9001-2008 documents as per company policy. Maintaining document control registers of incoming and outgoing project documents from Supplier, Main Contractor, Consultant, and Client. Project QA/QC plans, Safety police and all documents maintaining in easy retrievable manner.
- Creating all drawings, managing material and procurement documents in excel file that optimizes the search process and can be accessible by all Engineers & Managers.
- Ensure that the latest revision and approval status of drawings, materials, minutes of meetings etc are kept updated and Highlighting all the pending issues on time to time to the Engineers and Managers.
- Preparing of all Transmittals for the Method of statement, compliance statement, Load schedule, O&M Manual and statutory documents required for DEWA, Etisalat, Du, Civil defence and JAFZA as per the Engineer's direction.
- Organize, maintain and regularly update files and records of the department, including confidential files. Retrieve documents as required. Close liaising with the Managers in preparation of Staff Performance report and keeping the document in secret.
- Receive schedule and confirm appointments of the executives. Confirm and reconfirm if necessary. Arrange meetings and co-ordinates schedule with other parties. Attaching files/materials needed for action.
- Prepare Staff Attendance and Worker Daily reports to be submitted to Head office, Personnel Department and Consultant office and Sorts out phone inquiries, transmit messages to concerned parties. Send and receive fax messages. Ensure that messages are well received.
- Ensure that all communications, letters, memos and documents for delivery and routing to reach the addressee and to be delivered in time. Sort out and properly monitor papers for signature until it is returned to the sender. Ensure that all the incoming documents are distributed and acted upon without any delay. Prepares transmittal and sends out documents to the courier service.

## Store Keeper cum supervisor

**WORK EXPERIENCE 3** *Grand Continental Flamingo Hotel, Abu Dhabi* From 1999 to 2002

### Responsibilities:

- Prepare daily report to be submitted to F&B Manager. Handled inventory status of the stocks.
- Monitoring and Distribution of F& B service and production equipments and prepare the corresponding reports.
- Prepare Outdoor Function Gate Pass, Arranging Vehicles, Man Power and Entertain Guest inquiries.
- Informing the manager about the complaints by guest and its follow ups, so that corrective measures could be implemented.
- Maintain Store Stock Data, Prepare Day-to-Day receiving invoice report, report to Accounts Dept and Co-ordinate with the manager regarding stocks receivable items.

## Office General Clerk

**WORK EXPERIENCE 4**

**M/s. Haj Ali Trading EST. Dubai** From Oct, 1998 to Sep, 1999

- Organize, maintain and regularly update files and records of the department, including confidential files. Retrieve documents as required.
- Prepare monthly request for payments and ensure timely payment of company's various administrative transactions with telecommunications providers.
- Conduct monthly office supplies inventory. Provide Controllers with its monthly inventory status. Prepare Purchase Requisition Form for office supplies.
- Prepare and submit Monthly, Quarterly, Annual Inventory Report and Stock Status Report. Provide feedback to management for any variances observed and reconcile.
- Prepare Order Slip form for raw materials. Maintain sufficient stock through the minimum inventory level.
- Encode / Update all Incoming and Outgoing Delivery Receipts and Incoming and Outgoing Invoices.
- Generate, review and analyze Monthly, Annual Disbursement Report and Purchase Report, Monthly Sales Invoices and provide the Weekly & Monthly Sales Summary Report to the Top Management.

## PERSONAL INFORMATION

Date of Birth	- 25 <sup>th</sup> July, 1974	Sex	- Male
Marital Status	- Married	Religion	- Islam
Nationality	- Indian	Passport No.	- M7733957
Covid Vaccine	- Covishield 2 Doses done	Date of Issue	- 24 <sup>th</sup> March, 2015.
Visa status	- Visit Visa Valid up to 20-12-2021	Date of Expiry	- 23 <sup>th</sup> March, 2025.