

CURRICULUM VITAE

Ateeq Munawar

Experienced Project Administrator & Document Controller

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PROFESSIONAL PROFILE: -

Dynamic and motivated professional with 9+ Years of professional experience in field of Administration, Document Controller & Computer Operator on challenging projects. Determined to succeed and foresee a job done excellently, possess a keen eye for learning and has a balanced temperament. Have worked on numerous construction projects i.e. Building, Commercial, Residential, Manufacturing, Warehouses etc.

Looking for a challenging position that gives me the opportunity to utilize my qualifications and experiences. To achieve my highest goal according to my skills, quick learning and analyzing the problem.

KEY SKILLS & ABILITIES: -

- ❖ Hands on experience on ERP/Document Management System (ASSAI software)
- ❖ Understanding, Developing, Following and Enhancing company/project processes
- ❖ Office Administration
- ❖ Record keeping
- ❖ Distribution and circulation of documents
- ❖ Quick Learner
- ❖ Good in Communication
- ❖ Decision Maker
- ❖ Time Management
- ❖ Self-Motivated
- ❖ Great Team Player
- ❖ Able to Build Relationships

ACADEMIC QUALIFICATIONS: -

- ❖ Bachelor of Arts (B.A) – 2007-2009
University Of Punjab.
- ❖ Intermediate (F.A)– 2005-2007
Board of Intermediate & Secondary Education Gujranwala.
- ❖ Matriculation – 2003-2005
Board of Intermediate & Secondary Education Gujranwala.

PROFESSIONAL EXPERIENCE: -

Green Blok Building Contracting LLC

Juniper Way Development - Proposed 291 Villas (G+2) by Jumeriah Luxury Living

Sr. Document Controller

June 2019 to Till Date

- ❖ Over all in charge for the submission of all technical documents of MEP & Civil to the Consultant & Project Management Consultant for approvals.
- ❖ Managing documentation records for project in compliance with all quality and regulatory requirements.

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- ❖ Ensure all the relevant documentation are registered / maintained in the electronic Document Management System.
- ❖ Ensure adherence to the company's document control procedures and quality system.
- ❖ Provide administrative support to Engineering and other Project departments.
- ❖ Project filing/archiving.
- ❖ Copy, scan and store documents.
- ❖ Distribute project-related copies to internal teams.
- ❖ File documents in physical and digital records.
- ❖ Create templates for future use.
- ❖ Manage the flow of documentation within the organization.
- ❖ Maintain confidentiality around sensitive information and terms of agreement.
- ❖ Project filing/document handover/archiving.
- ❖ Awareness & understanding of applicable company procedures.
- ❖

OFFSET Construction LLC

Client: - EPCL - ENOC Refinery, JAFZA, Dubai-UAE

Project Document Controller

October 2017 to June 2019

Duties & Responsibilities: -

- ❖ Over –all in charge for the submission of documents to the Consultant, Client in ENOC portal ASSAI Electronic Document Management System (EDMS).
- ❖ Example: Transmittal, Inspection Request, Material Inspection Request, Material Submittal Document Submittal Work Notification, Site Clarification, Method Statement, Correspondences, Minutes of Meeting, Shop Drawing Submittal (Civil, MEP, and Architectural), As Built Drawings.
- ❖ To Control all non- administrative documents such as issued for Construction (IFC) drawings, specifications, instruction and procedures received from client.
- ❖ Classification, distributing incoming & outgoing documents and mails.
- ❖ Recommended stock requirements of various stationary required for the project office.
- ❖ Responsible to apply Jafza Gate Passes for all visitors for meetings and project visit.
- ❖ Responsible to apply passes for Materials & Equipment.
- ❖ Responsible to prepare monthly time sheets for labors & Project staff.
- ❖ Responsible to obtain Cold & Hot Blanket Permits from ENOC EPCL.

OFFSET Construction LLC

HEADOFFICE Document Controller

December 2016 to October 2017

Duties & Responsibilities: -

- ❖ Create Document Control and correspondence folders for Individual projects
- ❖ Work in strict cooperation with the Project Manager to ensure project progress status integration.
- ❖ Ensure proper document control support is given to each project.
- ❖ Handling and keep record of all MRFs (Material Request Forms)
- ❖ Keep record or all POs (Purchase Orders).
- ❖ Issuing POs of MEP Material & keeping the record of POs.
- ❖ Minting Project file Log.
- ❖ Minting PO & MRF Log Civil & MEP.
- ❖ Keeping record of invoices & DOs of MEP & Civil.
- ❖ Receiving invoices from supplier and forwarding to respective Projects for verification.
- ❖ Forwarding the invoices to Cost Control Department for their budget record.
- ❖ Forwarding the invoices to Finance Department for releasing of cash and Cheque issuance.
- ❖ Sending documents to Supplier, Client & Consultant via Email, Fax & Courier.

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Abdullah A.M Al Khodari Sons Co -Taif-Saudi Arabia.

Administrative Officer

September 2012 to April 2016

Duties & Responsibilities: -

- ❖ Organize a filing system for important and confidential company documents.
- ❖ Supervising Administrative issues related to the Employees with coordination of H.O Management.
- ❖ Update office policies as needed.
- ❖ Book meeting rooms as required.
- ❖ Arrange travel and accommodations.
- ❖ Staff/ Manpower, Equipment and Material Reports & Joining/ Exit/ Vacation formalities records of Employees.
- ❖ Support and monitor disciplinary issues in accordance with the company policy and regional labor law.
- ❖ Accommodation and Travel/ Transport Management of the employees.
- ❖ Prompt Respond to Emergency, other Urgent issues and employee grievances.
- ❖ Coordinate with the Recruitment department to deploy and transfer of the Employees.
- ❖ Coordinate with the Personal department to final settlement and release the benefits of the Employee.
- ❖ Compose letters emails and memorandum in response to inquiries.
- ❖ Act as liaison between the PM, subordinates or others.

Abdullah A.M Al Khodari Sons Co -Jazan-Saudi Arabia.

Admin Assistant

April 2010 to September 2012

Duties & Responsibilities: -

- ❖ Assisting to Project Admin in his Office Work.
- ❖ Preparing the Monthly Salary Sheet for the Project.
- ❖ Preparing the productivity reports and submitting to Productivity Team.
- ❖ Resolving the all Issue of labors.
- ❖ Meeting and greeting clients and visitors to the office.
- ❖ Typing documents and distributing memos.

PROJECTS (Regions: KSA, UAE): -

- ❖ Juniper Way Development - Proposed 291 Villas (G+2) by Jumeriah Luxury Living
- ❖ Maintenance Building Project- ENOC -JAFZA Dubai UAE (02 Years)
- ❖ Municipality Building Project, Taif, Saudi Arabia (02 Years)
- ❖ College of Engineering - Jazan University Project, Jazan, Saudi Arabia (02 Years)
- ❖ Building B-13 College of Education for Male, University Taibah, Madina, Saudi Arabia. (02 Years)

COMPUTER SKILLS: -

- ❖ ERP Software User.
- ❖ Software Installation
- ❖ MS-Windows
- ❖ MS-Word
- ❖ MS-Excel
- ❖ MS Outlook
- ❖ Internet & E-mail

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LANGUAGES: -

- ❖ English (Speak, Read and Write)
- ❖ Urdu (Speak, Read and Write)
- ❖ Arabic (Speak & Read)

PERSONAL DOSSIER: -

- | | |
|-------------------------|--------------------------|
| - Father's Name | <i>Munawar Hussain</i> |
| - Date of Birth | <i>December 26, 1988</i> |
| - Marital Status | <i>Single</i> |
| - Place of Birth | <i>Pakistan</i> |
| - Religion | <i>Islam</i> |
| - Nationality | <i>Pakistani</i> |

DECLARATION: -

I hereby declare that the above furnished all details are stands true and in my good faith.

Date: -

Signature