

RAASHID JAVED – Document Controller

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6.0 Years



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- Visa Status: Employment Visa Immediate Availability
- Emirates ID # 784-1989-9542714-7
- Passport # FM8679902 / FM8679901
- 📍 Location: Flat# 101, Building C-30, Shabia 12, Abu Dhabi, UAE



PROFILE

Capable and meticulous Document Controller with an excellent record of accuracy and client satisfaction. Superb independent worker who also functions well as a data management team member. Strong ability to handle multiple alphanumeric data entry projects with the highest degree of timeliness and efficiency.

PROFESSIONAL EXPERIENCE

May,30 2019

To

Nov,27 2020

Document Controller QA/QC Department at PETROJET- UAE (Client ADNOC)

As a document controller maintaining data regarding QA-QC Piping, Pipeline, Painting & Mechanical departments.

- Making Request for Inspections (RFI's) by systematically for Piping, Painting & Pipeline, Mechanical & pre-instrumentation also and after this status of RFI's until closing.
- Keep files in sequence with labeling & also keeping soft data in CD's and system backup as well.
- Weekly Quality reports / Meeting reports with coordination of concern engineer and manager & also send to ADNOC directly for approval by email.
- Making MIR and MRR for material inspection of QA-QC
- Keep data regarding PO's with MTC reports after inspection.
- Maintain calibration certifications & follow up.
- Perform duties within capacity as directed and in accordance with specific project work plan, procedures, and standard operating procedures.
- Ability to multi-task and meet tight deadlines
- Feeding data regarding Piping/Pipeline NDT: RT, UT, PT, HT, PMI
- Share Requirement for UT & HT as per required percentage mainly used 10 % for Joints in pipeline.
- Preparing Coating release report for Painting department and also Lowering/ back filling release reports for Civil department & also follow up for pipeline Test packs.
- Prepare PQR drawing Root, Hot, fillings & Caps in Libre Office
- Maintaining Welders list with expiry, renewal for Piping Min 06 Months & Pipeline min 12 Months as per ADNOC instructions.
- Possess excellent written and verbal communication skills
- Prepare data for internal PETROJET & external Audits with ADNOC & take corrective actions (CAR) with concern department if any NCR happen.
- Direct reporting to Manager & Senior / Engineer.

May,04 2015
To
April,20 2019

Senior Document Controller at Crescent Oils & Gas construction company, Pakistan
Perform duties within capacity as directed and in accordance with specific project work plan, procedures, and standard operating procedures.

- Responsible for execution of tasks as assigned by the Executive Vice President
- Ability to multi-task and meet tight deadlines
- Possess exceptional organizational skills
- Possess effective interpersonal skills and ability to communicate well at all levels
- Possess excellent written and verbal communication skills
- Possess knowledge of general office mechanics and procedures
- Edited, processed data entry and distribution of raw source documents.
- Collected, assorted and verified accuracy of data provided.
- Filled machine with input and output media as required.
- Audited input and output data for accuracy and recommended corrective action.
- Routed data to appropriate staff for follow up and additional review.
- Utilize programs such as ERP, Maximo and support software modules to complete required tasks.

APPRENTICESHIPS

- July 2013 – Aug 2013 At Thermal Power Station, GENCO-iii, Muzaffargarh, Pakistan
Thorough analysis of financial reports regarding payables & receivables
- June 2010 – July 2010 At B.B Jan Textile Mills, Faisalabad, Pakistan
Complete understanding of warping, sizing, weaving and finishing
- June 2009 – July 2009 At Fazal Textile Mills, Muzaffargarh, Pakistan
Review the process flow right from cotton to yarn.

EDUCATION

- 2011-2015 Master of Business Administration / MPhil (Marketing) Research based
Islamia University of Bahawalpur, Pakistan
CGPA: 3.37/4.00 (73%)
- 2007-2011 Bachelor of Science in Textile Engineering
Bahauddin Zakariya University, Multan, Pakistan
CGPA: 2.80/4.00 (69%)

ACCOMPLISHMENTS

- Appreciation award Certificate from ADNOC (2020)
- Appreciation award Certificate from PETROJET (Egypt Company) in UAE (2020)
- Appreciation award for Employee of the Month in August 2020 from PETROJET
- Certified as **Power User** at Crescent Bahuman Ltd. in 2019.
- Certified as a participant for Team Work Workshop at Crescent Bahuman Ltd. In 2017
- Certified as an international X-culture entrepreneur in 2013

- International Publisher, have 7 research papers in different Journals
- Lead a workshop on topic 'how to overcome stress in hectic schedule of work and life".
- Awarded with 2nd rank for marketing promotion competition, in Festivo 2015 IUB
- Awarded with 2nd rank for Ad competition, conducted by IUB at 2015

CERTIFICATIONS

- Power User Certification for ERP 365, Oracle, MS Office
- International Publisher
Two publication Certificates of IJSER Journal in Jan-2015
- International X-culture entrepreneur in 2013

QUALITIES & SKILLS

Communication Skills: Good communication skills, gained through my negotiation with different suppliers and several presentations throughout my career in Urdu & English.

Organizational Skills: As a team player, I have worked with different teams on several projects during the job and led them too.

Software Skills: Working Experience in ERP, PITS, RFID, ERP, MS Visio, Maximo and MS Office 365 specially (MS Excel, Word & Access)

EXTRA-CURRICULAR ACTIVITIES

Interest in reading research papers and web blogs
Other interests are Cricket & badminton