

## 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

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- 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

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- 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

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- 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 2<sup>nd</sup> rank for marketing promotion competition, in Festivo 2015 IUB
- Awarded with 2<sup>nd</sup> rank for Ad competition, conducted by IUB at 2015

## CERTIFICATIONS

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

## QUALITIES & SKILLS

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- 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

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