

CURRICULUM VITAE

Mohammed Mustaf

Mob : 0500463173

Email : mustaruby2006@gmail.com

Seeking for challenging and responsible position to work in an environment, which leads me to attain high proficiency in my profession and open opportunities for growth, where I can find opportunities to make full use of my education and experience.

Since Year-2012, I have been working in India and overseas. I have gained diversified professional experience in various work areas, such as: **Document Controller/ Admin Assistant (Experienced in Project wise).**

Educational qualification:

- **Bachelor of Business Management** from Sri Devi College, Mangalore University, India.
- Diploma in Computer Applications from APTECH, Mangalore.
- Well versed in MS Office (Word, Excel, Power point, Access & Microsoft Outlook Express).

Experience In KSA

Abener (Waad Al Shamal ISCCPP Project)

Location : Turaif, Kingdom of Saudi Arabia

Designation : **QA/QC Document Controller**

Period : December 2017 to January 2021

CTCI Corporation (Saudi Kayan Furnace 10 Project)

Location : Al-Jubail, Kingdom of Saudi Arabia

Designation : **Admin Assistant**

Period : March 2017 to July 2017

CTCI Corporation (IBN SINA - SAMAC MMA-PMMA PLANT Project)

Location : Al-Jubail, Kingdom of Saudi Arabia

Designation : **Document Controller**

Period : July 2016 to March 2017

Energys Steel Solutions (Maaden umm wu al Phosphate Project)

Location : Turaif, Saudi Arabia
Designation : **QA/QC Document Controller**
Period : April 2015 to June 2016

Daelim (YASREF Hydro Cracker Package, Yanbu)

Location : Yanbu, Saudi Arabia
Designation : **QC Document Controller**
Period : February 2014 to February 2015

Experience in INDIA**Private Sector**

Location : Mangalore, Karnataka, INDIA
Designation : **Office Administrator**
Period : July 2012 to December 2013

Summary of Experience in Document Controller

- Handling appointments and arranging meetings for the Dept. manager.
- Updating NCR and RFI logs on weekly basis, Follow-up correspondence status.
- Preparing RFI for punch closing.
- Set up and maintaining RFI filing system as per Contractor wise.
- Registering the incoming and outgoing RFIW documents for controlling their tractability and filing.
- Control & maintain the system for issuance recording / filing, tracking, Retrieval of documents like ITP, procedures, plans, QA/QC records, Specifications, WPS, WQT, drawings and related documents.
- Documentation review, routing, copying and filing.
- Well aware of all types of quality documents like ITP, Checklist, RFI, method statements, Nonconformance report, Technical queries, Material Request, Hydro test
- Maintain and up to date records of all sections individually.
- Handle all kinds of communication by preparing memos of internal & external, within company and various clients.
- Receive & log all documents before being forwarded to assignee.
- Prepare daybook to transact all income/expenditure data.
- Enter the data into Ledger every week based on the details of daybook.
- Overall control of all the incoming/outgoing documents.
- Actively involved in the Quality activities of the department.

- Communication with the concerned contractors as needed.
- Updating of Various Correspondences Received from the Client and the Sub-Contractor.
- Creation of well-organized filing systems for the Project Documents. Hydro test Package's preparation, daily welding reports, welding status.
- Register the incoming documents by Received stamp with corresponding date at the time receipt and register the subject documents in the document control management system.
- Updating NCR and RFI logs on weekly basis, Follow-up correspondence status.
- Data base updating (All Engineering & Documents).
- Updating Outgoing Transmittal for Client & Subcontractors.
- Updating Engineering Drawings which we are distributing to Subcontractor by Engineering Instruction.
- Preparing Site Document List with Hyperlink.
- Updating Log with Hyperlink Incoming & Outgoing Letters to Subcontractors.
- Uploading all Incoming & Outgoing Letters in Documented.
- Updating all Engineering Drawings & Documents in our Tracking System.
- Prepare the detailed workflow and instruction for the document control to perform the work correctly.
- Printing & Updating Isometric. (Filing Isometric Hard Copies).
- Acting as liaison between suppliers, manufacturers, relevant internal departments and customers.
- Developing market knowledge and contracts for new products and services.
- Identifying potential suppliers & inviting them in bids as & when required.
- Reviewing all assigned purchase requirement for completeness of specification.
- Coordinating with appropriate technical department to clarify or obtain additional specification

Summary of Experience in Administrative Assistant

- Sets up, maintains office files and records, keeps correspondence, and reports available for reference and efficient operation of the office.
- Filing documents and drawings as per document reference number system.
- Verifying invoices, maintaining records of paid & unpaid Invoices.
- Registering the incoming and outgoing documents for controlling their tractability and filing.
- Overall control of all the incoming / outgoing documents.
- Preparing the weekly and monthly report and submitting to the department managers.

- Distribution outgoing and incoming correspondence and filing in proper place.
- Preparation for inter office Memos & Circulars, Daily Reports, Incident / Accident Reports, Quality Incidents Report.
- Keeping record of attendance, overtime, & compiling leave schedule and timesheets, record in main file (HR & Services).
- Registering the incoming and outgoing documents for controlling their tractability and filing.
- Preparing of request for quotation and purchase orders.
- Prepare progress report and monthly planning schedule for the site activities.
- Handling all typing jobs like Quotation, Delivery Note, Purchase Order, and other office related job.
- Perform Secretarial duties such as drafting and preparing various correspondences, business letters and memorandum circulars, Reports, and files control.
- Arrange and consolidate daily report and document for Manager's check.
- Arranging travel itineraries, ticket reservations of Contract personnel.
- Prepare weekly and monthly manpower summary.
- Maintaining filing system and database of company documents.
- Handling all kinds of communication by preparing memos of internal & external, within company and with various clients.
- Attend to all incoming mails and calls, sorts/logs and distribute as required, receive outgoing mails, logs and distributes.
- Effectively involve in team works.

Personal Profile:

Iqama no : 2393111063
 Passport No : K2766843
 Nationality : Indian
 Marital Status : Married
 Languages : English, Arabic, Hindi, Malayalam

I hereby declare that the above particulars given in these Curriculum Vitae are true and I shall do my best to give you entire satisfaction.

Yours sincerely,

MOHAMMED MUSTAF



Soluciones tecnológicas innovadoras para el **desarrollo sostenible**

شركة جنرال الكتريك / أبينجوا حلول تكنولوجية مستعدة للتنمية المستدامة

ABENGOA

Waad Al Shamal Project
C / Energía Solar, 1
Palmas Atlas
41014 Sevilla (España)
Tel. + (34) 95 5404823
Fax. + (34) 95 5413371
abeinsaepc@abengoa.com

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Mohammed Musthafa**, holder of Iqama No. 2393111063 was working with ABENGOA/GE as **QA/QC Document Controller** in Waad Al Shamal ISCC Power Plant Project Turaif, Saudi Arabia for the period Dec 2017 to Jan 2021.

During this period, his services were found to be very good in carrying out the duties.

This certification is issued upon the request of the employee for whatever legal purpose it may serve him best without any obligation toward the Company.



We wish him all the best in his future.

With Best Regards,

MAN

Mohammed Abdul Nazeer

QA/QC Manager



ABENER



Waad Al Shamal ISCC
Power Plant Project



Certificate of Appreciation

is presented to

Mr. Mohammed Musthafa

(QA/QC Document Controller : GE/ABENER)

This certificate of appreciation is awarded to **Mr. Mohammed Musthafa** for his participation and commitment to **QA/QC Document Controller** and work performance in the project from Dec 2017 to Jan 2021.

As per our evaluation, he fulfill his work in professional way with our complete satisfaction.

Dated: Jan, 2021

M A Nazeer

Mohammed Abdul Nazeer

QA/QC Manager



CTCI Arabia Ltd.



شركة سي تي سي أي العربية المحدود

To whom it may concern:

CERTIFICATE OF EMPLOYMENT

This is to certify that Mr. **Mohammed Musthafa** as a **Technical Document Controller** has been employed from June 2016 to March 2017 in CTCI Arabia limited, SAMAC MMA PMMA Project, Jubail Saudi Arabia.

This is to certify further that Mr. Mohammed Musthafa has proven to be very competent and experienced in performing his duties and responsibilities. His conduct and general behavior was excellent and has made a major contribution in achieving a commendable work performance on the project.

We will not hesitate to recommend him for our future projects if he is available.

This certificate of employment is issued upon request of the above individual for whatever purpose it may serve.

WIND7 CHEN

(SITE CONTROL MANAGER)



JEFF, F-C.SU

(PROJECT MANAGER)

MMA-PMMA PLANT PROJECT

CERTIFICATE OF RECOGNITION

This certificate is awarded to

Mr. Mustafa Kuppepadavu

CTCI Technical Document Controller

In recognition of his contribution for the successful achievement of

20 Million Safe Man Hours

without Lost Time Incident

Dated: March 30, 2017

Fares M. Al Shammary
EHSS Manager,
SAMAC MMA-PMMA Project

Ramadhan Ali Kurairi
General Manager,
SAMAC MMA PMMA Project



Date : 30-June-2016

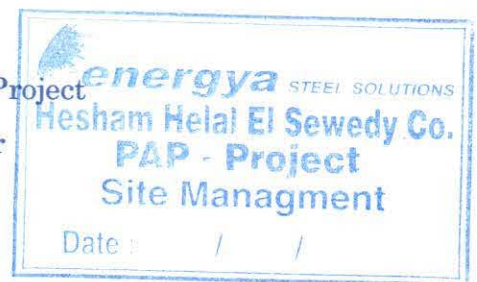
To Whom It May Concern

This is to certify that Mr. Mohammed Musthafa has been working in Hesham Helal El Sewedy & Partners for Steel Industries Company (Energya Steel), Turaif Site at Maa'den PAP Project Saudi Arabia. He is assigned to fill the position of Document Controller Since 13 April 2015 to 30 June 2016. During this period his performance was always satisfactory.





This certification is issued upon Mr. Mohammed Musthafa request for his employment purpose.

Weal Samir

Ma'aden Umm Wu'al Phosphate Project
PAP-Energya Site Manager



18/7
2016

						
Hesham Helal El Sewedy & Partners For Steel Industries Co. Ltd. Sales Office: Haif Building, King A. Aziz Road Tel: +96626546999, Fax: +96626546999 Ext. 120 Factories: Rabigh – Yanbu High Way Exit 927 Industrial Zone Petro Rabigh – Road Tel: +966500150706 P.O. Box 122747, Jeddah 21332. www.energyasteel.com , info@energyasteel.com			Energya Steel Fabrication Co. Main Office: 98 a Hassan Mamoun St. Naser City, Cairo Egypt. Tel: +202227006306 – 2714631, Fax: +20222752701 Factories: Industrial Zone A 6 East, 10 th of Ramadan City. Tel: +2015412239 – 412249 / +20100020133, Fax: +2015412236 www.energyasteel.com , info@energyasteel.com			

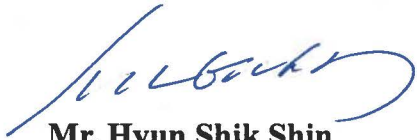
February 10, 2015

CERTIFICATION

This is to certify that **Mr. Mohammed Musthafa**, Indian national is an employee of Daelim Saudi Arabia Co. Ltd. from **Manpower Supply Company** named **Faisal Bin Fahad Husain Al Kari Cont. Est.** assigned in **Yanbu Aramco Sinopec Refining Co. Project (YASREF-EPC4, Hydrocracker Package)** at **Yanbu City, Kingdom of Saudi Arabia** from a period of **February 20, 2014** until **February 10, 2015** as **QC Document Controller** in QA/QC Department.

During the course of his employment, we found **Mr. Mohammed Musthafa**, sincere, dedicated and a hardworking person from his given duties and responsibilities assigned to him.

This certification is issued upon the request of **Mr. Mohammed Musthafa** for whatever legal purpose it may serve him best.



Mr. Hyun Shik Shin
Site Manager
DAELIM-YASREF (EPC4)
Hydrocracker Package
Yanbu City, Kingdom of Saudi Arabia

