

# COVER LETTER

Zubair Mohamed Humam

Mobile No: +966 50 343 2078

Email: humamsubair@gmail.com

Dear Sir/Madam,

**Subject: Application for the Post of Document Controller**

I am writing to express my interest in securing a position as a Document Controller. I am eager to learn about any openings that might be available. I am reading Master in Information Technology from Uva Wellassa University of Sri Lanka; I have successfully completed BSc. in Information and Communication Technology from Rajarata University of Sri Lanka and Higher National Diploma in Information Technology from Ministry of Higher Education. With over 6 years of professional experience as a Document Controller, I offer a wealth of expertise gained from working extensively in both Qatar and Sri Lanka.

I have demonstrated proficiency in the field of Document Control and possess innovative ideas along with the determination to implement them. Enclosed with this letter is my Curriculum Vitae, which provides additional information on my experience and skills. I welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to your team. I am available for contact at any time via my mobile phone or email. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Yours sincerely,

Zubair Mohamed Humam

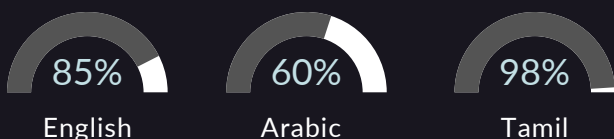


## Document Controller

### Personal Information

DOB	: 30th Aug 1992
Gender	: Male
Civil Status	: Married
Nationality	: Sri Lankan
Passport No	: N9329304
Driving License	: Holding valid Sri Lanka
Availability	: Transferable Iqama

### Language



### Courses

**Certificate in English for Job seeker**  
Hardy College of Technology - Sri Lanka  
Jul 2013 - Dec 2013

**Certificate in Communication English**  
KDMC Nanasala - Kalmunai  
Sep 2012 - May 2013

# MOHAMED HUMAM ZUBAIR

BSc (Hons) in ICT - Rajarata University of Sri Lanka

HNDIT - Sri Lanka Institute Advanced Technological Education

### Contact

☎ +966 50 343 2078

✉ [humamsubair@gmail.com](mailto:humamsubair@gmail.com)

📍 Jeddah, Saudi Arabia

in [www.linkedin.com/in/mohamed-humam-zubair](https://www.linkedin.com/in/mohamed-humam-zubair)

🌐 <https://github.com/HumamSubair/>

📄 [https://humamsubair.github.io/My\\_Portfolio/](https://humamsubair.github.io/My_Portfolio/)

### About Me

I am a highly motivated professional with a solid educational background and over Six years of hands-on experience in the field of Information Technology. Holding a Bachelor's degree in Information and Communication Technology (BSc ICT) and a Higher National Diploma in Information Technology (HND IT), I have developed a robust foundation in both theoretical concepts and practical applications within the IT domain.

I can demonstrate proficiency in Aconex, SharePoint, and knowledge of Electronic Document Management Systems (EDMS) in the construction industry, with experience in residential, commercial, and infrastructure projects. I am currently searching for a Document Controller position where I can put my energetic personality and skills to work for a reputable organization.

### Professional Qualification

**Master in Information Technology**  
Uva Wellassa University of Sri Lanka  
2024 - 2025 (Reading)

**BSc in Information Communication Technology**  
Rajarata University of Sri Lanka  
2016-2019

**Higher National Diploma in Information Technology**  
Sri Lanka Institute of Advanced Technological Education (SLIATE)  
2018-2021

## Skills Summary

Document Management	<div><div></div></div>
Office Application	<div><div></div></div>
Inventory Management	<div><div></div></div>
Proficient in English Typing	<div><div></div></div>
Team player	<div><div></div></div>
Strong work ethic	<div><div></div></div>
Work Under Pressure	<div><div></div></div>
work under tight schedules	<div><div></div></div>

## System Knowledge

Microsoft Office	<div><div></div></div>
Aconex	<div><div></div></div>
SharePoint	<div><div></div></div>
Spreadsheets	<div><div></div></div>
Presentation Resources	<div><div></div></div>
Database Management	<div><div></div></div>
Internet & Email Proficiency	<div><div></div></div>

## Referees

Mrs. OKF. Shareefa,  
Child rights promoting officer,  
Email : shareefa.okf@gmail .com  
Mobile: +94 779043489

Mr. NM. Mujeeb,  
Software Engineer,  
HCL Tech. Sri Lanka.  
Email: mujeeb20121@gmail.com  
Mobile: +94 75 842 5851

## Experience

### **DXC Constructions, Contracting & Service, Qatar** **Document Controller - June 2021 to July 2024**

- Submission of drawings packages & documents such as MAT, MST, RFI, WIR, MIR, NCR, SOR, ITP, MOM, Prequalification, BOQ, Invoices, DPR, WPR, MPR, SD, AS BUILT, etc... from Client. Update & Entering in System and distribution in accordance with Project Matrix in ACONEX.
- Receive, track, and monitors documents using standard document management programs to register documents, maintain databases, and produce logs, transmittals, and other reports as required.
- Implement Document Control Procedures in line with the Company's Integrated Management System and ensure all documentation provided meets Client and quality requirements. Preparing internal vouchers and coordinating with Finance and Cost Control Department.
- To maintain the entire life cycle of Submittals, Documents, and Drawings including all revisions.
- Responsible for procedures necessary to assure that all documents/drawings/ manuals provided for construction areas are maintained to the most up-to-date revisions.
- Log drawings, documents, manual information, and all subsequent revision will also be entered.
- Update the revision of the drawings/documents into the master lists and in the database records.

### **KM/KM/ Leader Ashraff Vidyalyaya, Kalmunai, Sri Lanka** **Document Controller - February 2018 to May 2021**

- Manual and Computer based Document Management.
- Data Entry and Record Keeping in the Computer System.
- Compliance and reporting for internal and external audits, ensuring that all documentation was compliant with the school's policies and regulations.
- Collaboration and Support with school administration, teachers, and staff to support their documentation needs.
- Confidentiality and Security for the highest level of confidentiality regarding sensitive information.
- Document Retrieval Assistance in timely retrieval of documents for meetings, audits, and other administrative purposes.

## Declaration

I hereby certify that the information provided above is accurate and truthful to the best of my knowledge and belief. I am committed to maintaining the highest standards of integrity and professionalism in all my endeavors.

Humam Zubair