



Respected Sir,

Resume: for the position of Document Controller

Please find attached my updated resume for your review and consideration.

I have worked in document control management for eighteen (18) years; ten (10) years in the Middle East, eight (8) years in India. While in India and the Middle East, I have worked for a variety of reputable organizations in different locations and have always been regarded as being both efficient in my work and a good supervisor.

I am currently working as a Senior Document Controller for WorleyParsons Arabia Limited, on the Jeddah Municipality PMO Consultancy Project.

One primary benefit of working with the PMO is that I have acquired a strong knowledge of project management in conjunction with a wide exposure to document control procedures and practices in the construction industry.

I am seeking an opportunity to extend the expertise and knowledge I have acquired on the Jeddah Municipality Project to your organization to our mutual benefit.

In this regard, I am also confident that I will bring a high level of energy and innovation to your document control operation and make a strong contribution to the overall efficiency and effectiveness of your organization.

When you get the opportunity would you please review my resume for an opportunity to work with your organization which can also provide me to excel and grow

Hoping for a positive and favourable response

Best Regards,

Abdul Rauf Dalali

Sr. Document Controller

WorleyParsons Arabia Ltd. Co.

PMO Consultancy - Jeddah Municipality

Jeddah, Kingdom of Saudi Arabia

Tel: + 966 2 614 9999 Ext. 7049

Cell: + 966 504439780

E-mail: dabdulrauf@yahoo.com

abdul.rauf@worleyparsons.com

CURRICULUM VITAE

Career Objective:

Seeking a growth oriented position packed with challenges providing opportunities for development & responsibilities to contribute towards organizational growth and professional achievements while being resourceful, innovative and flexible in the field of:

● **Document Control**

KEY SKILLS AND COMPETENCIES

- ♦ Strong database and communication skills
- ♦ Experience with document control packages
- ♦ Excellent interpersonal skills and a professional telephone manner
- ♦ Utilizing a range of office software
- ♦ A comprehensive understanding of health and safety regulations
- ♦ Ability to evaluate, prioritize, organize and delegate work schedules.
- ♦ Proven decision making skills
- ♦ Able to react quickly and effectively when dealing with challenging situations
- ♦ Assisting departments with queries on documentation requirements & submissions

Strengths:

- ♦ Team working skill with positive attitude and patience
- ♦ Willing to learn innovative systems and methods
- ♦ Deserve to grow, develop and achieve

Academic Qualification:

- ♦ BACHELOR OF COMMERCE from Gulbarga University, Gulbarga, State of Karnataka, India

Technical Qualification:

- ♦ Diploma in Computer Application and Tally - Accounts Package

Technical Expertise in Using Following Tools:

EDMS, Microsoft Office, Adobe Acrobat Professional, Smart Sheet, Microsoft Outlook and Internet Application

Company: WorleyParsons Arabia Ltd, Kingdom of Saudi Arabia

Project	:	PMO Consultancy - Jeddah Municipality, Jeddah, K S A
Client	:	Jeddah Municipality (Govt. of Saudi Arabia)
Position	:	Senior Document Controller
Period	:	from 05 th September 2012 to up-to date

Company: S. K. Engineering & Construction Co. Ltd. – Yanbu, Kingdom of Saudi Arabia
(Engineers & Constructors – Oil, Gas & Petrochemical Industries and Infrastructure Developments)

Project : Yanbu Export Refinery Project Crude Package (EPC-2)
Client : Yanbu Saudi Armco Sinopec Refinery Co. (YASARF)
(Red Sea Refining Company)
Position : Senior Document Controller
Consultant : **Saudi Armco Company**
Period : from 07th February 2011 to 26th June 2012

Company: Saudi Arabian Kentz Co. Ltd. – Al Khobar, Kingdom of Saudi Arabia
(Engineers & Constructors – Oil, Gas & Petrochemical Industries and Infrastructure Developments)

Project : SIPCHEM Jubail Acetyls Complex (AA, VAM & Utilities)
Position : Senior Document Controller
Consultant : **FLUOR ARABIA LTD.**
Period : from 16th May 2007 to 20th December 2010

Company: Al Jaber Engineering LLC – Doha, Qatar. (ISO 9001:2000)

(Al Jaber Engineering Co is a multidiscipline company primarily focussed on constructions, engineering and commercial services related to Oil, Gas, Petrochemical Industries and Infrastructure developments.)

Project : New Doha International Airport, Doha, Qatar
Position : Document Controller
Consultant : **Overseas Bechtel, Incorporated**
Period : 8th February 2005 to 14th October 2006

Company: Al Habtoor Engineering Enterprises LLC – Dubai, U.A.E.(ISO 9001: 2002)

(Al Habtoor Engineering Enterprises is the leading construction and engineering company)

Position : Document Controller
Project : Head Office and Construction Projects
Consultant : **KIO International / DMJM**
Period : April. 2003 to November 2004

Company : K.R.S Earth Movers & Engineers (Hospet, Karnataka, India)
Position : Secretary
Period : July 2001 to March 2003

Company : Saad Trading & Construction Co., Al-Khobar, KSA
Position : Document Controller
Period : May 1997 – May 2001

From 1990 to 1997 worked in India as an Office Secretary in Local Establishments

PERSONAL DATA

Nationality : Indian

Religion : Islam

Date of Birth : 22nd June 1966

Marital Status : Married with 2 Childers

Passport Details

Passport Number : H0378178

Place of Issue : Riyadh, Kingdom of Saudi Arabia

Date of Issue : 17th January 2009

Date of Expiry : 16th January 2019

Languages Known : English, Arabic, Hindi, Urdu & Kannada

I am looking forward for a career with endless learning opportunities and challenges. I would be grateful if you could be give me an opportunity to grow myself where in my skills and abilities can greatly enhance the company's success.

I hereby declare that all the foregoing details provided are true and correct to the best of my knowledge.

Yours truly,
Abdulrauf Dalali

OVERALL DUTIES AND RESPONSIBILITIES

- A document controller with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of electronic data management systems, supplier document controls, electronic filing systems,
- Easy going by nature and able to get along with both work colleagues and senior managers, currently looking for a suitable document controller position.
- Responsible for establishing and maintaining an effective document control systems. Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant managers/department
- Comply with the Company Records Management for Controlled and not Controlled documents
- Day-to-day update of in-out log register, meeting minutes log, preliminary, detailed & construction drawings register, & other necessary registers

- A competent professional in the field of Document Control for protected all projects documents, records, drawings, data and information. Sufficient knowledge in all areas of Document Control to provide supervision and direction. Also have management skills for single discipline teams.
- Expertise in distributing all correspondence submittals as per Quality Distribution Matrix and innovatively created a greater control system for easy availability and accessibility of documents to the project team.
- Ensuring that the documents and records are identified, indexed, files and retains in accordance with the relevant filing system
- Maintenance and implementation of the Company Document policies and procedures to fully cover the system's management process, Receives, identifies, stores, controls, reproduces, tracks, retrieves, and distributes documents.
- Daily reporting of Punch List status to the discipline responsibilities, and tracking for signoff completion.
- Responsible for the submission of the drawing and material data's and samples to the Client and re distribution of documents with comments by the Client relevant managers and staff as directed by the Program Director or Project Control Manger
- Extensively exposed to Document Management System involving recording of all incoming and outgoing correspondents, Project Master Documents, Transmittals, Specifications, Data Sheets, Minutes of Meeting, General Memos, etc, in the computerized system to allow efficient tractability and traceability.
- Proper organizing of incoming correspondence for delegating and diverting effectively and efficiently to the concerned departments for necessary and appropriate actions at appropriate time without any undue delay.
- Excellent value addition through soft skills of co-ordination, communication, both verbal and written in general, good telephone communication manners in particular, with sound administrative and decision making skills
- Rerouting of mails, emails and faxes to the relevant departments and immediate independent actions on matters of urgency within the scope of the role and job limits along with completely adhering to company policies.
- Assist project personnel to follow the proper document control practices and supervise the work of assistants.
- Execute project archiving and handover to next project phase / Operations

NEW DOHA INTERNATIONAL AIRPORT(NDIA) PROJECT



Expires:
01/11/2006

ID Card No:
P21081

Name: Dalali Abdul Rauf

Company: JV NDIA/JEC

Job Title: Document Control

Passport No: Z1059509

CP No: 03

NEW DOHA INTERNATIONAL AIRPORT(NDIA) PROJECT



Expires:
29/08/2006

ID Card No:
P16030

Name : Abdul Rauf

Company : Al-Jaber Engineering Co.

Jobtitle : Document Control

Passport No : Z1059509

CP: 02



IDENTITY CARD



DALALI ABDUL RAUF,
DALALI A. KARIM

EMPLOYEE NO: 18959

TRADE: SECRETARY

EMPLOYMENT DATE: 10/04/2003

S.A. Kentz Co. Ltd.



Engineers & Constructors

DALALI ABDUL RAUF



Designation : DOC. CONTROLLER - SR.

Nationality : INDIAN

Iqama No : 2238786889

Blood Group : AB-
04302



Al Jaber Engineering



Badge No.: 8677

Name: Dalali Abdul Rauf

Position: Document Controller

Issue Date: 16-Mar-05

HR Signature:

This card is COMPANY property &
should be returned upon request



FLUOR.



NSH - 1641

دالالي عبدالرؤف

DALALI ABDUL RAUF

Expiry Date :

Authorised Sign

31/07/2009



بطاقة مقاول
Contractor ID

شركة البحر الأحمر للتكرير المجددة
RED SEA REFINING COMPANY

الاسم: عبدالرؤف دالالي
الجنسية: الهند
اسم الشركة: اس كيه انجنيئرنگ

C-710804

Name: DALALI A
Nationality: INDIAN
Gov ID: 2319942682
Company: SK Engineering

EPC-2

Expires: 2013-03-25 Blood Type: AB-



WorleyParsons

resources & energy



Employee Name:
ABDULRAUF DALALI

اسم الموظف:
عبد الرؤف دالالي

Nationality
INDIAN

الجنسية:
هندي

Iqama/ID
H0378178

رقم بطاقة الأحوال / الإقامة:
H0378178

201817

EcoNomics

R3

OneWay



أمانة محافظة جدة



بطاقة دخول



عبدالرؤف دالالي

ورلي بارسونز

منظم ملفات

جدة أمانة
محافظة الأمانة