Mohammed Amer

Riyadh

Contact # Mob: **00966-569322933**

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To

The Human Resource Manager

Sub: - Application for the post for **(Document Controller)**

Dear Sir,

I would like to take this opportunity of submitting my application for the any suitable post in your reputed organization.

Let me briefly highlight that I have over 5 Years’ experience with a well known

**Document Controller** in Construction Companies.

I would be grateful if you kindly consider my application for the above mentioned post in your organization and look forward for a favorable response at your earliest convenience.

I can offer an excellent personal reference.

Thanking You,

Yours faithfully,

# Mohammed Amer

🖁 **Mobile: 00966-569322933**

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**CURRICULUM VITAE**

**Objective:**

Seeking a challenging growth oriented position in a reputed and progressive organization, enabling me to utilize my education, experience, knowledge and abilities meaningfully in order to fulfill my personal expectations and zest to attain highest level of career achievements.

* **Educational Qualification**
* **Graduation (B.Com)**

Graduation B.com from Dr. CV Raman University.

* **Intermediate (C.S.E)**

Board of Intermediate Education from Shraddha Junior College, Amberpet Hyderabad.

* **Diploma in Autocad 2d & 3d, Google sketchup, Autodesk 3ds Max**

Space Multimedia, Medhipatnam Hyderabad.

* **Technical/Software Skills**
* **SOFTWARE:** Adobe, MS-WORD, Spreadsheet Excel, Presentation PowerPoint,  Database Management MS Access, MS Outlook Email, MS Project
* **Technical:** Autocad, PhotoshopCs6,Autodesk 3ds Max, Google Sketchup. Hardware Networking, installing programs,
* **Application**:- Oracle [Primavera Contract](http://www.youtube.com/watch?v=VLf-B1TYheY) management, Baan System,

**Other Skills**

* Storekeeping, logistics, Document control using specialized software programs. Baan System, Multi-tasking capabilities, working in fields of Management, Secretarial, Administration, Document Control, Project Coordination and Scheduling, Purchasing, logistics, HR work etc.

**PROJECT IN KINGDOM OF SAUDI ARABIA.**

Jeddah Storm water Drainage Program (JSDP) in Jeddah K.S.A., 339 Million USD – (2011 - 2012).

King Abdullah Financial District (KAFD), Internal Roads, utilities Infrastructures and Services in Riyadh K.S.A., 193 Million USD – (2012 - Present).

**Work Experience:**

### Working with Nesma & Partners Company

### Document Controller (December 2011-Present)

**Job Responsibilities:**

* Responsibilities include issuing all drawings, specifications and other engineering data of the project. Co-ordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Dealing with Material Submittals, Document Submittals, NDT, RT, IR, MIR and RFI’sand all types Drawing, Shop drawing, IFC Drawing, Red marking Drawing, As Build Drawing of Civil, Structural, Architectural, Mechanical and Electrical.
* Handling with all types of Reports like NCR, Audit Report, Daily Report, Weekly Report and Monthly Report.
* Responsible for the archiving of project documentation and ensuring that client can easily retrieve them.
* Responsible for electronic receipt, recording, tracking reporting, and disposition of related documents in a timely manner. Process & dispatch of Purchase orders, Release of timely payments to vendors against certified invoices,
* Enter information into the “ERP” Enterprise resource planning (Baan System & Oracle [Primavera Contract](http://www.youtube.com/watch?v=VLf-B1TYheY) management.) Excel Sheet and maintain expediting report
* Day-to-day update of in-out log register, meeting minutes log, preliminary, detailed & construction drawings register, & other necessary registers.
* Handling with all types of Reports like NCR, Audit Report, Daily Report, Weekly Report and Monthly Report.
* Dealing with all types of Certificates like Possession of Site Certificate, Re-Possession of Site Certificate and Return of Possession of Site Certificate.
* Dealing with Site Work Instructions (SWI’s).
* Responsible for uploading all Documents and Correspondence into PCM.
* Ensure that accurate and reliable information is readily available, wherever and whenever required.
* Overseeing and managing day to day operations.
* Clerical support to project team.
* Receiving /logging in the Incoming correspondence related to the projects.
* Preparing for outgoing correspondence logging-in & dispatch/track/monitor/coordinate/follow-up.
* Maintaining project correspondence (hard copies/digital copies) which can be stored / retrieved / archived / indexed efficiently.
* Coordinate multi tasks and share knowledge on document control processes and procedures with the team.
* Responsible Ensures the sufficiency of supporting documents (TRA, Excavation work request etc.,) accompanying the permits.
* Dealing with all types of Certificates like Possession of Site Certificate, Re-Possession of Site Certificate and Return of Possession of Site Certificate.

### Modi Builders

### Document Controller (June 2008 – December 2011)

* Project Name – Sunshine Park**,**

Ghatkesar, Hyderabad.

Job Description – Document Controller

**Job Responsibilities:**

* Responsible for the archiving of project documentation and ensuring that client can easily Responsible for the archiving of project documentation.
* Day-to-day update of in-out log register, meeting minutes log, preliminary, detailed & construction drawings register & other necessary registers.
* Dealing with all types of Drawings like Civil, Structural, Architectural, Mechanical and Electrical.
* Dealing with Material Submittal, Document Submittal and RFI’s.
* Handling with all types of Reports like NCR, Audit Report, Daily Report, Weekly Report and Monthly Report.
* Accurate filing of project correspondence, reports, drawings and maintain and manage  
  existing filing register with relevant codes and reference numbers.
* Capable to locate and retrieve all the documents from the system and file room
* Segregate and arrange all documents prior to their numbering system.
* Prepare, maintain, and update all required logs for incoming & outgoing documents.
* Overseeing and managing day to day operations.
* Providing input for monthly progress report.
* Identifying, organizing and supplying documentation.
* Main responsibility-tracking of engineering documentation.
* Maintain an organized system for locating documents; adhere to security and confidentiality guidelines.
* Preparing for outgoing correspondence logging-in & dispatch/track/monitor/coordinate/follow-up.
* Maintaining project correspondence (hard copies/digital copies) which can be stored / retrieved / archived / indexed efficiently.
* Clerical support to project team.
* Coordinate multi tasks and share knowledge on document control processes and procedures with the team.

**Personal information**

Full name : Mohammed Amer

Father’s Name : Late. Mohammed Azeemuddin

Date of Birth : 20-09-1989

Sex : Male

Marital Status : Signal

Nationality : Indian

Languages Known (Read/Write/Speak) : English, Hindi, and Urdu.

**DECLARATION**

I assure you Sir/Madam, the above information are true to the best of my knowledge & I

Would assure you that I am hard working & honest work so give me a chance to prove my ability.

**“Hopping Positive & in time reply”**

**Mohammed Amer**