

VIQARUDDIN K.AHMED

ISO Coordinator & Document Controller

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□ Al Khobar, Eastern Province, SA.



EXPERIENCE

ISO Co-ordinator & Document Controller

Prisma Metal Industry LLC # 10/2017 - 10/2017 📍 Location

- Create, organize, and maintain both electronic and hard copy documents.
- Ensure all documents are properly categorized, stored, and easily accessible.
- Implement and maintain document control procedures and processes.
- Update and review documents regularly to ensure accuracy and compliance with company standards
- Oversee inventory management, conducting monthly physical inventories to verify reports and using forecasts for efficient materials planning.
- Managed materials receipt, storage, and issuance, ensuring accurate documentation, store keeping, and record management for effective inventory control.
- Facilitated procurement by raising indents, preparing MRR, and ensuring timely documentation for local and international purchases.
- Optimized procurement processes, evaluating new suppliers, and ensuring materials are received and recorded timely, adopting FIFO for goods management.
- Streamlined correspondence with foreign suppliers via email and phone, enhancing international procurement and supply chain operations.
- Implemented and managed a comprehensive logistics process, overseeing the transportation of goods from production to client, ensuring timely delivery.
- Participated in commercial activities, including procurement, export-import operations, and banking, with a focus on efficient supply chain maintenance.
- Generated and submitted materials received reports (MRR) promptly, fostering accurate inventory records and production data entry.
- Establish a uniform document/drawing numbering system.
- Manage project folders, registries, and document and drawing numbers.
- Liaise with project teams and distribute project-related information.
- Assist the Project Manager during audits.

Document Controller

Al Muhaidib Contracting.co # 03/2013 - 08/2017 📍 Dammam,KSA.

- Led document control for Tanajib Project (Aramco), ensuring accurate storage, registration, and distribution of both original and electronic documents.
- Implemented and maintained an electronic document management system to update information accurately and facilitate easy retrieval.
- Streamlined document transmission processes with clients, vendors, subcontractors, and internal teams, enhancing project documentation standards.
- Supported project and quality management teams with document standards creation, filing, scanning, and photocopying, while also performing ad-hoc QMS tasks.
- Assisted Administration & HR Department and handled finance duties, including maintaining accounts, general ledger, and fixed assets registers, and finalizing monthly closings.
- Managed procurement tasks: coordinated material movement, updated POs, maintained supplier files, and developed vendor relations for better pricing and product quality.
- Conducted financial projections for Treasury and supported the Purchasing Manager in operational projects.
- Ensured efficient inventory management by coordinating with the operations department and optimizing shipment modes based on size and value.

SUMMARY

To work in the organization that offers a stimulating and learning environment, which improves my inner skills, talent and offers attractive prospects for long-term development and career growth.

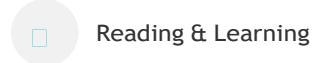
LANGUAGES

English	Advanced	● ● ● ● ●
Hindi	Native	● ● ● ● ●
Urdu	Native	● ● ● ● ●
Arabic	Beginner	● ● ● ● ●

SKILLS

MS office **Networking**

PASSIONS



Reading & Learning

EXPERIENCE

Administrator

R-tech computers 📅 12/2008 - 03/2012 📍 Hyderabad, India

- Responsible for journal entries in Bank Ledger
- Preparing daily online Bank Reconciliation Statement and forwarding the report to higher authority
- Responsible to clear the cheque of the operators
- Co-ordinate with the operators and follow them to clear the cheque
- Making top up's of the operators & renewals of their customers ID's
- Calculating commissions of the operators for every 15 days
- Tracking renewals list daily and forwarding it to the operators for update
- Maintaining monthly statement of the accounts receivable
- Resolving queries of operators in the commission issue
- Follow up with the sales department, to get the targets of the business
- Keep maintaining department's variety of records & File
- Maintain harmonious relationship with other departments & outsiders

EDUCATION

SSC

S.S.C. from Board of Secondary School

📅 03/1994 - 03/1994 📍 Hyderabad

- From Board of Secondary School, govt. of AP.Hyderabad.

Intermediate from Board of Intermediate

Govt. of AP 📅 03/1997 - 03/1997 📍 Hyderabad

B.Com

Madurai Kamraj University 📅 01/2007 - 12/2007 📍 Madurai, (india)

- (Bachelor of Commerce), Madurai Kamraj University, Madurai.

Diploma in Computer Hardware & Electronics

Eng. From R-Tech Computers 📅 03/1998 - 1999 📍 Hyderabad

ISO 9001:2008 Quality Management System Internal Auditor

Training Course

School or University 📅 01/2008 - 12/2008 📍 Location

- ISO 9001:Quality Management System Internal Auditor Training Course