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CAREER ABSTRACTS

An adept expert with more than 17 years of valuable experience in the field of Document Control across the GCC region, having worked with esteemed companies in the Construction and Oil & Gas industries. Possessing a keen ability to swiftly grasp concepts, I am well-versed in the skillful coordination, strategic planning, and meticulous organization of a diverse array of Documentation and Administrative tasks.

PROFICIENCY FORTE

Functional Expertise**Administration/Document Controller**

- ✧ Establishing an efficient tracking system to facilitate seamless document updates.
- ✧ Effectively overseeing and managing electronic document repositories.
- ✧ Proficiently orchestrating, organizing, and leading the Document Control side within our diverse Engineering collective. This ensures alignment with project demands, proposals, stringent quality criteria, and punctual deadlines.
- ✧ Contributing to the implementation, management, and administration of electronic document management platforms.
- ✧ Executing activities related to document control and quality management.
- ✧ Well-acquainted with online document management systems.
- ✧ Demonstrating a comprehensive understanding of electronic document management systems
- ✧ Possessing adept familiarity and experience with document control systems, technologies, databases, processes, and protocols.
- ✧ Methodically reviewing project deliverables alongside the engineering team and vigilantly upholding quality standards to guarantee conformity with established procedures.
- ✧ Ensuring documents remain accessible, traceable, and accurate.
- ✧ Safeguarding both physical and digital copies of deliverables, transmittals, documents, specifications, requisitions, plot plans, layouts, etc..
- ✧ Diligently recording all incoming and outgoing correspondence with various consultants and contractors
- ✧ Methodically replacing outdated drawings or technical data with the most current information sourced from the site team

Additional Skill- HR Assistant

- ✧ Delivered initial assistance concerning compensation, benefits, payroll, and matters pertaining to employees.
- ✧ Executed day-to-day administrative responsibilities, including the upkeep of information and the processing of essential paperwork.
- ✧ Cultivated positive and collaborative relationships with others and sustaining these connections consistently.
- ✧ Orchestrated procurement of capital assets, managed vendor interactions, and upheld comprehensive equipment tracking documentation.
- ✧ Oversaw the tasks of junior office staff, assigning responsibilities and supervising their execution.
- ✧ Extended HR support, counsel, and authoritative guidance to colleagues and managers.
- ✧ Ensured the accuracy and currency of all HR administrative records
- ✧ Maintained the utmost currency of documents within electronic filing platforms..

Technical Skills

- ✧ Print Graphics : Adobe Photoshop & Illustrator, In Design, Page Maker, Adobe Acrobat, Quark press, Corel Draw
- ✧ Web & Multimedia : Adobe Dream weaver, HTML, CSS, Image Ready (Graphic Based sites)
- ✧ 2-D Animation : Adobe Flash, Swish 2.0, GIF Construction Set.
- ✧ Accounts : Tally, Peachtree.
- ✧ MS Office : Word, Excel, PowerPoint
- ✧ Document Controlling : Aconex, SharePoint, Unifier

OCCUPATIONAL CONTOUR

U+A - Egis Group –DUBAI – U.A.E (From March 2018 to Present)

U+A – Egis Group stands as a global, versatile design firm operating from Dubai, U.A.E.

U+A specializes in delivering inclusive design resolutions encompassing architecture, interior design, master planning, landscape design, as well as overseeing construction, spanning diverse project categories across all geographical areas.

Significant contributions

- ⇔ Tasked with the establishment and upkeep of a proficient document control mechanism.
- ⇔ Manage the storage and preservation of records in both digital and physical formats
- ⇔ Undertake daily operational duties related to document control, encompassing the dispersion of documents, maintenance of electronic folders and directories, and the monitoring and retrieval of documents.
- ⇔ Regulate the issuance of documents and obtain necessary endorsements from senior authorities
- ⇔ Execute thorough quality assessments on documents in adherence to document control protocols
- ⇔ Scrutinize and validate the comprehensiveness and precision of all documents and system inputs prior to their submission for pertinent approvals.
- ⇔ Coordinate the activities of on-site and office personnel in accordance with their requirements.

Key Projects

- AVA – Omniyat, Palm Jumeirah, Dubai, U.A.E
- Burj Royale -Dubai Downtown, UAE
- DHE-PA07 Club Villas(Maisonettes)-Dubai Hills, (Client: EMAAR), Dubai, UAE
- DHE-PA05 & PA07 Community facilities and PA07 Streetscaping works
- Emaar Dubai South Villas, Dubai, UAE
- Landscape and Infrastructure Works at Emaar Arabian Ranches, Dubai
- Midtown Project, Deyaar, Dubai, UAE

Galfar Engineering –MUSCAT –OMAN (From 2012 to Jan'18)

Galfar Engineering & Contracting SAOG is Oman's largest construction company with EPC capability in the Oil & Gas, Roads & Bridges, and Civil & Utilities sectors operating in the Sultanate of Oman. Galfar is a Public Limited Company listed in the Muscat Securities Market. In addition to Oman, Galfar also has operations in Kuwait, and India and has associates in Qatar and U.A.E

Significant contributions

- ⇔ To offer Document Control Services using an Electronic Database Management System (EDMS) for project teams and report project document and drawing statuses in accordance with the Contract Execution Procedure throughout the project's life cycle.
- ⇔ Responsible for establishing and maintaining effective document control systems, ensuring accuracy, currency, and proper distribution of design documentation to relevant parties.
- ⇔ Manage both electronic and physical company documents and adhere to the company's document lifecycle procedures
- ⇔ Assist in implementing, managing, and administering the electronic document management system.
- ⇔ Handle daily document control tasks, including document distribution, electronic folder and directory maintenance, document and drawing tracking, and retrieval.
- ⇔ Maintain registers of document receipts, issues, and submissions, as well as correspondence.
- ⇔ Organize, categorize, and sort documents in an alpha-numeric order.
- ⇔ Classify, sort, and categorize documents in alpha-numerical order
- ⇔ Control document issuance, obtaining necessary approvals from senior authorities.
- ⇔ Perform quality checks on documents according to document control procedures.
- ⇔ Distribute controlled copies of information.
- ⇔ Retrieve and manage data in spreadsheets.

Additional Contributions

- ⇔ Ensure that all HR administrative records are kept up-to-date and well-maintained.
- ⇔ Scrutinize and validate the completeness and accuracy of all documents and system entries before they are forwarded for relevant approvals or payroll processing.
- ⇔ Oversee the work of junior office staff and delegate tasks to them.
- ⇔ Offer timely and courteous administrative support to the Project Director.
- ⇔ Create and design various documents, including memos, charts, tables, and presentation materials.
- ⇔ Monitor and generate reports on the movement of company vehicles using an In-Vehicle Monitoring System (IVMS)

⇒ Prepare daily and monthly reports on vehicle utilization at the end of each month.

Key Projects

- ⇒ Yibal Khuff Oil and Gas Project, Oman
- ⇒ Muscat Expressway Project, Oman
- ⇒ Batinah Expressway Project, Oman

MARKETING LEADERS – DOHA–QATAR (2008 –2012)

Marketing Leaders aims to provide an extensive array of services, which include but are not limited to Advertising and Promotion, Media Planning, Event Management (both outdoor and indoor), Web Development, Corporate Identity design, Creative Artwork, Advertising, Media Planning, Event Management, Exhibitions, Digital Printing, Web Design, and Multimedia Solutions.

Significant contributions

- ⇒ Enforcing and guaranteeing strict compliance with quality standards to ensure the delivery of top-quality products to clients.
- ⇒ Establishing a tracking system to facilitate easy document updates
- ⇒ Organizing and filing documents and drawings effectively.
- ⇒ Verifying the accuracy of dispatch documents.
- ⇒ Creating and managing equipment tracking records.
- ⇒ Coordinating with departmental managers to compile weekly entries for master reports
- ⇒ Keeping HR administrative records updated and well-maintained.

Pier Import LLC / Elite Architects – Dubai –UAE (2006 – 2008)

Elite is a well-respected architectural consultancy that boasts structural and MEP engineers accredited by the municipality in the field of building and construction. Pier Import, on the other hand, serves the most discerning clientele in the UAE by providing an extensive selection of exquisite interior products.

Significant contributions

- ⇒ Managing daily document control activities, which involve the distribution of documents, the upkeep of electronic folders and directories, and the tracking and retrieval of documents and drawings.
- ⇒ Collaborating in the implementation, oversight, and administration of the electronic document management system.
- ⇒ Providing support to departments regarding inquiries related to documentation requirements and submissions.
- ⇒ Exercising inventory control through the Microsoft Retail Management System (MRMS).
- ⇒ Communicating with suppliers to resolve issues like missed deliveries, short shipments, and pricing discrepancies.
- ⇒ Supervising junior office staff and assigning tasks to them.
- ⇒ Ensuring the currency and maintenance of all HR administrative records.
- ⇒ Engaging in negotiations with companies and advertising agencies.

Sep'04– Mar'06 Softnet Technologies – Kerala, India

Significant contributions

- ⇒ Maintaining regular communication with clients to provide them with project status updates.
- ⇒ Playing a crucial role in the creation and development of a variety of assets, including Flash animations, websites, brochures, labels, product packaging, and logos.
- ⇒ Taking charge of crafting diverse forms of banner advertising and newspaper advertisements for the promotion of products.

ACADEMIC CREDENTIALS

MBA	Shridhar University, India
B.Sc Mathematics	Calicut University, Kerala, India
Diploma in Web/Graphic Design	Softnet Technologies, Kerala, India
Diploma in Accounting	Tally, Peachtree - Vinayaka Institution, Kerala India

PERSONAL VITAE

Driving License	:	U.A. E, Qatar, Muscat
Knowing Languages	:	Arabic, English, Hindi and Malayalam
Date of birth	:	19/04/1979
Marital status	:	Married
Present Address	:	Dubai