

Curriculum Vitae

LIAQAT KHAN

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SUBJECT: CV for DOCUMENT CONTROLLER

Objective:

- To work in a challenging environment that permits professional and personnel growth, as well as forming an integral part in the growth of the firm.

Work Experience in UAE : 17 Years

- METAC General Contracting (Civil Works) : 24 June 2023 to till date
- Capital Engineering Consultancy (Consultant) : 21 September 2021 to 23 June 2023
- Al Jurf Development Projects : 18 December 2019 to December 2020
- KABRI International LLC (Civil Works) : 28 August 2016 to 20 November 2019
- Bin Hafeez Gen. Cont. Est. (Infrastructure) : October 2012 to August 2016
- OGER Dubai (Building Construction) : October 2007 to July 2011

Personal Skills

- Document Controlling / Secretarial / Administration Works
- **EDMS:**
 - Unifier
 - Wrench
 - ACONEX
- Using DACC Portal (Dubai Aviation City Corporation) – Obtaining NOCs / Permits, etc.
- Typing with Excellent Speed.

Academic Qualification

- Bachelor of Arts University of Punjab, Pakistan

Professional Qualification

- Computer Course : MS Office
- Typing Course : Touch System

Experience in UAE:

Position	:	Document Controller
Period	:	24 June 2023 to till date.
Company	:	METAC General Contracting LLC
1. Projects	:	Mudon Central Park Projects (Al Ranim - Phases 1 - 4)
Client	:	Dubai Holding Properties
2. Projects	:	Fairway Villas Plots GB17 & GB18
Client	:	Emaar South
Position	:	Document Controller
Period	:	21 September 2021 23 June 2024.
Company	:	Capital Engineering Consultancy Abu Dhabi (Consultant)
Projects	:	(a) Glove Factory Refurbishment Works at KIZAD (b) Refurbishment of Observatory Building at KIZAD (c) Refurbishment of Guest House Building at ZonesCorp (d) Refurbishment of Administration Building at ZonesCorp
Client	:	Abu Dhabi Ports

Position : Document Controller
Period : 18 December, 2019 to December 2020.
Company : Al Jurf Development Projects – Abu Dhabi (Civil works)
Project : Contract – Ghadan E25
Client : Abu Dhabi Municipality
Position : Document Controller
Period : 28 August, 2016 to 25 August 2019.
Company : KABRI International LLC, Dubai (Civil Works)
1. Project : Link Bridge – Fountain View
Client : Emaar
Consultant : Turner International
Location : The Dubai Mall Fountain View, Dubai
2. Project : FAÇADE Demolition, The Dubai Mall
Client : Emaar
Consultant : WSP Parsons Brinkerhoff
Location : The Dubai Mall, Dubai
3. Project : Opera District Phase-3 Tunnels and UGCP Modifications
Client : Emaar
Consultant : JACOBS
Location : Downtown, Dubai
Position : Document Controller / Site Administrator
Period : 01 October, 2012 to August, 2016.
Company : Bin Hafeez General Contracting Establishment, Abu Dhabi (Infrastructure)
1. Project : Internal Roads & Services in Mohammad Bin Zayed City – Abu Dhabi
Client : Municipality of Abu Dhabi City
Location : MBZ City, Abu Dhabi
2. Project : Internal Roads & Services in Al Rahba City – Abu Dhabi
Client : Municipality of Abu Dhabi City
Location : Al Rahba City, Abu Dhabi
Position : Document Controller
Period : 21 October, 2007 to July, 2011
Company : OGER Dubai (Building Construction)
Project : The Buildings by DAMAN – DIFC Dubai
Location : DIFC Dubai

Duties & Responsibilities :

- To submit, file, track and maintain all the drawings, material submittals, Method Statements, Prequalification, SORs, NCRs, RFI, Reports, Correspondences and other project related documents.
- Registering of project drawings, material submittals, Method Statements, Prequalification, SORs, NCRs, RFI, incoming and outgoing correspondence and other project related documents
- Proper & timely distribution of documents to the Concerned Project Team for their review / records.
- Distribution of responded documents to the Project Team.
- Filing of received documents in Concerned Files/Folders as per the content.
- Labelling of files with the description, file number and volume number. maintain an index for the same
- Follow up the Pending Documents with the Consultant / Client
- Handling of all incoming / outgoing correspondence.
- Obtaining of NOCs / Approvals from DACC (Dubai Aviation City Corporation)
- Handling of Administrative activities assigned by the Management.
- Liaise with HR Management for Employees Visa Issues, Leave Requests, Time sheets, Commencement of employees
- Daily Office Works, clerical and other related jobs.

Personal Details

Father's Name : Haq Nawaz
 Date of Birth : 04th November, 1971
 Nationality : Pakistani
 Passport No. : WQ 4101363
 Marital Status : Married
 Religion : Islam
 Languages : English & Urdu (Hindi)