**Shan Noushad**



**🖂**  N.S Nivas, Altharamoodu(PO), Kerala,

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## Engineering DOCUMENTATIONs supervisor

**QUALIFICATIONS:**

* Proactive engineering documentation professional ***with more than 5 years of experience*** that encompasses engineering documentation control, filing & safe keeping, stamping for external and internal correspondence, receiving and recording bids, receive, file and control bid documents which includes specifications, standards references, applicable corporate documents procedures, text manual, engineering standard , technical literature, reference magazines, text books, brochures, instruction manuals, engineering procedures , etc.
* Demonstrated history of successfully resolving challenging engineering documentation issues
* Result-driven and proven experience in areas of engineering document and controls.
* Highly regarded as an innovative, collaborative and devoted team member.
* Interacts effectively with colleagues and supervisors; has successfully motivated, led and supervised staff in team environments.
* With Overseas experience living and working in the Kingdom of Saudi Arabia.
* Excellent on English and other languages.
* Willingness to travel *(Domestic or International)*
* Additional experience and expertise of the following:
* MS Office Applications (Word, Excel, Power point, Access Database Creation)
* Computer troubleshooting
* LAN/WAN Connections and troubleshooting
* Computer Hard-Software installations
* PMIS, JDE, Oracle, FoxPro

**CORE COMPETENCIES:**

|  |  |
| --- | --- |
| * Engineering documentation management * Team Player | * Technology Integration * Efficiency Improvements |

**PROFESIONAL EXPERIENCE: Total 5 Years 6 Months**

Document Control Supervisor (*Dec 15, 2010 – Present)*

**AECOM Arabia**

Jeddah Storm Water Drainage Program, Jeddah

P.O. Box 21425, Jeddah

Kingdom of Saudi Arabia

**Duties and Responsibilities:**

**•** Preparing correspondence for Client (IK).

• Preparing correspondence for Subcontractors.

• Receiving/Issuing Documents from Client (IK) & Subcontractors.

• Logging, Photo copying, scanning & emailing of all Incoming and Outgoing Documents.

• Filing of Documents such as Electronic files; Correspondence & Engineering, Hardcopy; Correspondence, Engineering & All Vendors Drawing.

• Downloading Electronics Files from FTP Server.

Printing & Issuance to Superintendent for information and review of Engineering & Vendor Drawings.

**Position** : **Document Controller *(****Sep 12, 2007 – Dec 13,2010)*

**Company** : **Saudi Transformers Company**

Dammam , Kingdom of Saudi Arabia (K.S.A)

**Duties and Responsibilities:**

* Receiving and checking all bid documents prior to handling it over to estimating section including the preparation of checklist of missing drawings and documents for request to client
* Distribute and maintain engineering files and all incoming / outgoing Documents in orderly and controlled manner
* Checking and stamping all incoming bid documents, drawings, specifications and other documents from the client / customer.
* Safekeeping & filing of documents, internal & external correspondence passing the office of the Engineering Manager.
* Monitor superseded drawings and other related documents to ensure that those latest revisions are available.
* Responsible for safekeeping all bid documents boxes at the Archive for retention as per ISO Requirements.
* Perform segregation of different engineering documents.
* Distributes confidential documents to the concerned personnel in the bid Proposal Section.
* Recording of documents using appropriate engineering forms through special computer software i.e. MS excel, MS Access, PMIS or JDE
* Enforce and implement rules and regulation inside the library.
* File and maintain the existing engineering documents together with incoming documents in an orderly and controlled manner.
* Ensure accurate maintenance of master duplication transmittal status logs at all time.
* Receive, file and control Bid documents which includes specifications, standards references, applicable documents corporate procedures, text manual, engineering standard , technical literature, reference magazines, text books, brochures, instruction manuals , engineering procedures , etc.

**PERSONAL INFORMATION:**

**Date of birth:** *Oct 12, 1986* **Place of Birth:**  *Attingal, India*

**Civil Status:** *Single*

**EDUCATION:**

**Master of Business Administration in Project Management (MBA PM)**

Indian School Of Management Studies (I.S.M.S.)

Mumbai, Dharawi, India

* Going on

**Bachelors In Computer Science** (2007)

Sree Sankara Vidya Peetom College (S.S.V.C)

Kilimanoor, Kerala, India

* Earned First Class

**CHARACTER REFERENCES:**

Available upon request

I certify that to the best of my knowledge & belief that this *curriculum vitae* correctly describes my qualifications, my experiences & myself.

**Shan Noushad**

*(Applicant)*