

MD JAMALUDDIN

Document Controller
(AUTOCAD Civil Draughtsman)
Intermediate in Science(10+2),
Mobile: +91 9155270152
E-Mail: jamalalam743@gmail.com



PROFESSIONAL SUMMARY

Seeking as a **DOCUMENT CONTROLLER** to coordinate with project management and planning department from initial inception through design to complete the construction activity with excellent CAD experience and the ability to create and update the client drawings and maintain a drawing in a documentation system.

PROFESSIONAL OVERVIEW

- Presently working in **Massadr hr.** as Document Controller (CAD OPERATOR) since October 2019 to December 2021 in (TRG) KSA. and has been constantly providing a high-quality service and efforts by applying my knowledge.
- 2015 to 2019 – Working as a Store keeper in Punj Lloyd Ltd at Jamnagar (J3) Gujarat.
- 2012 to 2015 - Working as a Draftsman in Sigma construction at Dahej Bharuch Gujarat.
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JOB RESPONSIBILITY

- Produce client drawings from design information as per specifications and in accordance with good industry practice
- Create and modify solid models detailed drawings from sketches, models, layouts or notes provided by design/engineering
- Assist in the review and recording of shop & house drawings obtain all necessary
- Prepared technical drawings and plans checked drawings for conformity and accuracy. Made adjustments and changes to a variety of detailed drawing as necessary. Developed specification control drawings
- Prepared bill of materials and parts list maintained organized records of active projects developed multiple view drawings. Broke down information provided by verbal or instruction and/or sketches. Approved Layout and preliminary design.
- As built drawings and documents preparation and project closing
- The Document Control profession exists all over the world and in a wide range of industries.

- Document Controllers mainly work in industries involving design, engineering, construction / fabrication / manufacturing and/or operations.
- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelf supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs
- Knowledge of proper book keeping and inventory management
- Familiarity with standard concepts and best practices in a stockroom or warehouse environment
- Competencies in data entry, analysis, and management
- Keen attention to detail and ability to effectively manage time
- 3 years of experience in store keeping, inventory control, or record keeping
- Daily equipment status and incoming/outgoing should be forwarded to regional equipment office and the same should be properly filed
- Area wise allocation of equipment's/vehicles should be maintained
- Driver user status of vehicles/equipment's should be maintained
- Time card of drivers should be updated daily
- Make sure history books of all equipment/vehicles are maintaining properly
- Maintenance report should be followed for breakdowns and should be properly filed
- Fuel consumption report should be strictly maintained
- OT request should be maintained
- Document controller should verify that no of equipment/vehicles are idling in sites and if found, inform the site equipment controller or admin immediately
- Ensure the stickers and IDs should be returned while demobilizing any equipment/vehicles from the project
- TUV citification
- Log sheet should be collected from site on daily basis

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Education Qualification:

Diploma:

- AutoCAD(2d+3d)
- Computer Foundation Patna India (2011)

Schooling:

- Level of education : Intermediate in science (I.SC) (2011)
- Matriculation : Govt High school Bihar India (2009)

Computer Skills

- AutoCAD 2D+3D
- Proficient in Excel, AutoCAD, Equipment control system, Capps & EQMS Equipment Management Micro Station

PERSONAL DETAILS:

Date of Birth : 04th Feb 1995
 Father's name : Md Nazir Alam
 Marital status : Married
 Languages Known : English, Hindi, and Urdu
 Nationality : Indian.
 Permanent & Present Address : Village-Dharampur
 Post Office-Nikashi (Via-Pindaruch),
 District-Darbhangha,
 State-Bihar-india-847306.

PASSPORT DETAILS : Passport No. - L1320312
 Date of Expiry - 24/03/2023

DECLARATION

I hereby confirm that all the information provided above is correct up to my Knowledge and I am fully responsible for all the details provided above

Yours faithfully,

Place:

Date:

(Md Jamaluddin)