

BASHEER AHAMED. S

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**CURRICULUM VITAE**

Career Summary

- 11 + Years' experience in Document Controller - Dubai, UAE & 3 + Years experience in Office Admin - Chennai, India.

Professional Profile

Administrate Document Management System, which demonstrates achievement of the required quality and the effective operation of the quality system. This includes Contract, Shop and As-Built Drawings, Specifications, Reference Standards, Technical Queries, Method Statements, Technical Submittals, Work Notifications, Tracking Schedules for Drawings and Submittals and Technical Correspondence with Client, Consultants, Subcontractors and Suppliers. Responsible for administrating Document control process, which required for the effective establishment, implementation and the effective monitoring of the Quality Management System (QMS – ISO 9001:2008) and Occupational Health and Safety Management System (OHSAS 18001:1999).

Career Highlights***Since: September 2016 to November 2019***

Company : **M/s. Bays Engineering Consultants** (Chennai)

Designation : Office Admin cum Document Controller

Roles and Responsibilities

Performs general clerical duties to include but not limited to, photocopying, faxing, mail distribution and filing. Coordinates and maintains records for staff office space, phones, and office keys etc.

- ✓ provide support for all types of organizations and businesses and their staff members
- ✓ Updating, maintaining and auditing of personal data for all the employees
- ✓ create & forward internal and external documents link to appropriate staff
- ✓ Invoice follow-up
- ✓ Take care office equipments (Printer, Scanner, Telephone, vehicle etc)
- ✓ Maintain staff attendance & accurate records for employee holiday requests
- ✓ Dealing with employee grievances, reporting complaints to senior managers
- ✓ Assisting the HR department with job postings and interviews
- ✓ General office management such as ordering stationary
- ✓ Performs reception duties as required
- ✓ Cooperate with other departments
- ✓ Performs other duties as assigned

Since: June 2012 to July 2016

Company : **M/s. Cylingas Company LLC Dubai**, UAE (Oil & Gas)
(**Member of ENOC Group**) (ISO 9001, 14001 & OHSAS 18001)
Designation : Document Controller
Project : ENOC Lubricants and Grease Manufacturing Plant (ELOMP)
Projects, (Phase II & III) Expansion Facilities

Essential Functions and Major Responsibilities

Responsible for the timely, accurate and efficient preparation and management of documents. Control the numbering, sorting, filing, storing and retrieval of both electronic and hard copy of documents and drawings produced by technical teams, projects or departments.

- ✓ Responsible for the physical management and tracking of Drawings and Technical submittals, in accordance with Company policy and regulations.
- ✓ Responsible for carrying-out various functions, related to Project Documents Receiving & Transmittal.
- ✓ Interact with cross-functional teams on the latest information of the Project.
- ✓ Document classification, sorting, filling and archiving.
- ✓ Correspondences with Govt. Departments, Consultants, Subcontractors & Suppliers
- ✓ Registering of internal and external documents.
- ✓ Maintain document control registers / documents for incoming and outgoing project documents.
- ✓ Ensure that the latest revision and approval status of drawings is kept updated continuously.
- ✓ Maintain stick files in an orderly manner.
- ✓ Production of status reports for weekly / monthly meetings
- ✓ Provide the information for Auditing.
- ✓ Sending of Drawing Transmittals and Submittals.
- ✓ Every acknowledgement transmittal keep proper filing.
- ✓ Ensuring that drawing transmittals are acknowledged in case there is a dispute on whether the drawings were transmitted.
- ✓ Scanning and hyper-linking of all incoming and outgoing correspondence, documents / drawings stored in respective logs.
- ✓ Using of FTP Electronic Server and Microsoft Outlook Application for sharing Documents related to the project.
- ✓ Manage the document collection and distribution and review processes.
- ✓ Co-operate closely with Archiving / Final Dossier personnel such that final project dossier, scanning and archiving can be compiled correctly

Since: Nov 2008 to Nov 2011

Company : **M/s. Spark MEP Contracting** Sharjah, UAE (ISO 9001:2008 Certified)
Designation : Document Controller

Main Duties

- ✓ Coordinate and check all incoming and outgoing drawings and other related documentation
- ✓ Maintain tracking schedule of all documents
- ✓ Train employees on how to use and access the documents from server
- ✓ Ensure controlled copies of documents and drawings are issued to appropriate staff and subcontractor
- ✓ Ensure obsolete documents replaced with latest one
- ✓ Maintain and update logs to ensure accurate status of submission
- ✓ Upload and distribute documents to relevant parties in accordance with the document distribution matrix workflow
- ✓ Set-up and maintain an effective filing and achieving system

Since: Aug 2003 to Jan 2008

Company : **M/s. Al Naboodah Contracting Co. LLC**, Dubai, UAE
Civil Engineering Division (ISO & OHSAS Certified)
Designation : Document Controller
Project : Dubai International Airport Expansion Projects (Phase II)
(Working under Engineering Department)

Duties and Responsibilities

- ✓ Every incoming and outgoing correspondence we should monitor (Like, Letter, memo, circular)
- ✓ Keep and insert hyper-linking of all correspondence
- ✓ Expedite and maintain acknowledgements to transmittals
- ✓ Expedite responses to transmittals sent for review/comment.
- ✓ Respond to queries regarding revision status of issued drawings / documents from engineering / drafting personnel.
- ✓ Follow procedures and update document control procedures when necessary
- ✓ Manage the electronic and hard copy filing of project related technical documentation.
- ✓ Scanning, creation of CD's and file manipulation.
- ✓ Assure document quality to include completeness, accuracy and compliance with established procedures and updates.
- ✓ Filing and archiving of documentation to facilitate easy retrieval at a later date.
- ✓ Generate the various document controls reports as required.
- ✓ Manage the document/drawing review process, Internal and External.
- ✓ Maintain and manage project files from project start to close out.
- ✓ Archiving data for historical purposes.

Academic Credentials

- Bachelor Of Commerce **B.Com**, (1999 - 2002 – Bharathidasan University , Tamil Nadu , India)
- Master of Diploma in Computer Application (M.D.C.A.)
1998 - 1999 – Institute of Computer Education Technology, (Tamil Nadu, India).

Technical Skills

- ❖ **MS OFFICE 2016** (MS Word, MS Excel, MS Power Point – Outlook – Internet Application Package).
- Accounts Package (Tally 9)
- FTP Server (Upload/Download)

Training and Certifications

- QMS Internal Auditor (Arabian Energy Management Consultancy – Abu Dhabi) – 2009
- Basic First Aid (Emirates National Oil Company Limited -ENOC - Dubai) – 2014
- Safety Award (For Being Safe & Responsible in ELOMP Phase 3 Project) –
Cylingas Company LLC-Dubai – 2015

Personal Attributes

- Energetic and flexible team member
- Ability to communicate positively

Personal Details

Name:	S.Basheer Ahamed
Mobile No:	052 4588441
E – Mail	sba.710.2008@gmail.com
Father's Name	G. Sharbudeen
Sex	Male
Date of birth	10 th June 1979
Languages Known	English, Hindi, Tamil & Malayalam
Religion	Muslim
Marital Status	Married
Nationality	Indian
Visa Status	Visit (Valid till 23 rd April 2020)

Reference

- Available upon request.

I, the undersigned certify that to the best of my knowledge and belief, this bio-data correctly describes myself, my qualification & my experience

S. BASHEER AHAMED