

ZESHAN ASLAM



Contact

Address:

Dubai – United arab Emirates

Phone:

+971 52 272 1586

Email:

zeshanaslam22@gmail.com

PERSONAL INFORMATION

Nationality:

Pakistani.

Marital Status:

Married.

Languages

Urdu – Native Language

English – Fluent

Summary

I am a Document Controller – DLP & Maintenance Department Villas. In the Building we studied everything about Construction. Architectural design, Structural Design, performing multiple tasks, strong focus on organizational duties.

I have 7 years of UAE experience in Arabtec Construction LLC as Document Controller, DLP and maintenance work, construction management, including typing documents, compiling and filing records, answering and making telephone calls, scheduling appointments and completing general office tasks.

Good computer skills and software handling with full ability and interesting to learn and develop myself in new technology, which can help me to do my work in smart way, able to work under pressure and in difficult situations.

Skills

- Excellent computer user MS office, Windows, Adobe Photoshop.
- Excellent interpersonal communication skills.
- Quickly absorb and utilize new methods.
- Creativity & innovation characteristic.
- Adapt quickly to new environments.
- Analytical approach to problem solving.

Experience

Document Controller - 08/2013 to 08/2020

Arabtec Construction LLC, Abu Dhabi, UAE.

- Generate, sorting of work orders report (Civil & MEP works).
- Preparation of daily, monthly work orders reports for submission to Client.
- Communicating with Engineers, Foreman's for No Access in Villas.
- Maintaining workers payroll data Ocasia software programs & manpower excel spreadsheets.
- Prepare and collate all documentation for the workers monthly payroll.
- Record workers information, such as exemptions, transfers, and resignations, in order to maintain and update payroll records.
- Compile workers time data.
- Preparation of workers reports needed, such as Travel / Sick leaves applications , Joining/Resignation/PTC/VRAF/ EMP & Termination reports. Passport, visa & emirates ID issues Clearances.
- Manpower report in daily, weekly & monthly basis.
- Manpower project allocation report.

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Quantity Surveyor & Architectural - 06/2010 to 11/2012 CITY NAQSHA NAVEES, Lahore, Pakistan.

- Preparation of architectural interior designing and draughting.
- Preparation of working drawings and managed presentation drawings.
- Creating/Drafting residential building designs and highly detailed drawings both hand and by using specialist.
- Working closely with a team of other professionals such as building service engineers, Construction Managers.
- Maintain accurate registers and catalogued records of all drawings and documents received and issued.
- Preparing tender drawings and BOQ with complete details.
- Documentation and authority approvals follow-up.
- Preparing the payment for the sub-contractor.

Data Entry Clerk - 04/2009 to 03/2010 ATLAS HONDA CENTRE, Lahore, Pakistan.

- Preparation of drivers and vehicles inventory report, daily trips and allocation.
- Dealing and listening to customers in good attention for sailing bikes.
- Updating daily data of customers.
- Preparing invoice payment for the customers.

Education

Intermediate from Board of Intermediate and secondary education Gujranwala (SCIENCE)- Pakistan.

Quantity Surveyor (Q.S) from Punjab Board of Lahore, Pakistan.

Auto Cad 2D,3D from Punjab Board of Lahore (TEVTA), Pakistan.

MS Office from Punjab Board of Lahore (TEVTA), Pakistan.