

## TAHER MEHDI

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No.1988, Ahmed Nagar, Sathnoor Road,  
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### Career Objective

To seek a suitable position in **Document Controller departments** as an executive level, where I can effectively utilize my skills, knowledge and experience in its best ethics to the growth of the business organization and myself.

### Profile Summary

- **Total experience 7 years**
- **7 Year experience** in the field of **Document Controller, worked as a Project Document Controller.**
- **2 year experience in Admin Dept as an Asst. to Purchase officer.**
- **Responsible for sending Enquiries, evaluation of quotes, preparing Transmittal submittals Records Preparing LOG Sheet & Etc.**
- **Proficient in ERP packages like computerized accounting software Oracle, DTP, and Microsoft Office Applications.**
- Flexible to work with any Software.
- Responsible for Preparation of Periodical Reports in company standard norms.
- Have fluent communication skills in English.
- Well organized skills in Administration.

### Academic Qualification

- **Bachelor of Commerce B.Com** from Bangalore University. Karnataka. India.

### Employment Records

- Company Name : Bin Lahej Aluminium LLC  
Client Name : Saleh Construction  
Project Name : Kifaf Phase 01Al jafliya  
Designation : Project Document controller  
Duration : July 2019- till date 31<sup>st</sup> August 2021
- Company Name : Zebian Aluminum & Glass Industry LLC DUBAI  
Client Name : China State construction/ARENCO  
Project Name : ARENCO HOTEL RESORT H02&H03  
Designation : Project Document controller  
Duration : January 2017- till date march 2019

- Company Name : Zebian Aluminum & Glass Industry LLC DUBAI
- Client Name : AL SAHAL Contracting L.L.C
- Project Name : BAYS EDGE-4012
- Designation : Project Document controller
- Duration : 1<sup>st</sup> June 2015- December, 2016
  
- Company Name : M/S. TRANSYSTEM LOGISTIC INTERNATIONAL (TLI) PVT. LTD. INDIA
- Designation : Purchase Officer Assistance
- Duration : March 2013 – Jan 2015

### Role & Responsibilities:

- To receive documents for the projects, to review and to issue the same and to raise queries for any deficiency.
- Review and prepare the cover page of submittal for the project, and submit the documents to Main Contractor.
- Preparing the document cover page, Shop Drawing, Material Submittal, Structural Calculation, Method Statement, Pre-qualification, company outgoing letters, Provisional Variation Order (PVO), Invoices etc.
- Preparing and Maintaining all Log sheet for the project.
- Inspection Request (IR) Material Inspection Report (MIR) Confirmation of Verbal Instruction (CVI) Request For Information (RFI).
- Maintaining the records of Site Staff and site workers.
- Preparing daily attendance sheet for the project workers and staff.
- Preparing Daily Work Progress Report for each project.
- Coordinating with senior project manager and project engineer for daily work activity.

### Computer Certifications

- Certified course in **Office Automations**
- Certified course in Desktop Publishing

### Personal Details

- Date of Birth : 25<sup>th</sup> April 1986.
- Marital Status : Married.
- Nationality : Indian.
- Languages : English, Hindi, Urdu & Kannada (Fluent).
- Passport No. : T3286317.
- Passport Expiry : 14<sup>th</sup> Feb 2031.
- Visa type : Employment.

### Declaration

I hereby declare that information given above is true to the best of my knowledge and belief.

PLACE: Channapatna.

DATE:

**(TAHER MEHDI)**