

CURRICULUM VITAE

MUHAMMAD ASIF

SHARJAH, U.A.E

Mobile No: +971-557560204

Email: masif5595@gmail.com



Personal Summary: responsible for making sure that the company office is an efficient, Welcoming and safe environment for both employees and visitors.

SUMMARY OF WORK HISTORY

Office Coordinator & Document Controller

Sep 2013 to 4th Oct 2020

Integrated Gas Services Co LLC (Part of SERGAS Group)

Sharjah, U.A.E

Duties & Responsibilities:

- Ensuring that all administration procedures are followed to company standards and requirements
- Acting as business interface so as to filter general information requests queries.
- General all incoming visitors to the office in a friendly professional hospitable manner.
- Processing incoming and outgoing mail.
- Fax in and out all documents.
- Coordinate with all departments' projects departments' contracts department maintenance department EOM department, QHSE department, account department, purchase department.
- Coordinate with other branches Ajman Branch, RAK Branch, Saudi Branch, Dubai Branch and Oman Branch.
- Processing personnel documents for the area manager and processing documents for all departments ad all branches.
- Making sure that the office is complying with relevant printing and circulation of documents.
- Receiving deliveries/ transmittals from other departments.
- Operate printer in all types or jobs required to do with printer.
- Running errands for area manager and all managers.
- Managing and maintaining area manager office and executive secretary office.
- Compiling staff timesheets.
- Answering incoming phone calls to the office.
- Getting rid of any paperwork that is not needed.
- Revising the office filing system on a regular basis.
- Making sure that all desks are cleared at the end of the day.
- Contributing to the ongoing administrative effectiveness of the company.

Document Controller
Arabian Construction Company

Nov 2008 to April 2013

Dubai, U.A.E

Duties & Responsibilities:

- Prepare the various documents in prescribed formats as and when requested by the several departments of the organization.
- Ensuring the correspondence material shop drawings RF/ in relevant data entry register (MS Excel) expedition and linking them for easy access.
- Receiving and sending correspondence submittals drawings NCR, RF/ etc. from client, consultant, and subcontractor and making distribution categorizing and logging all documents in centralized log.
- Scanning all kinds of correspondence submittals drawings etc. renaming and linking them in centralized register for more essay access.
- Issuing the latest copies to construction, quality and engineering department, ensuring that superseded or latest documents should be stamped properly in both hard and soft copy.
- Ability to study data carefully to detect mistake and error within the documents.
- Management and maintenance of electronic documents control system.
- Ensure the data of the organization is maintained safely and no vital information of the organization leaks out to outsiders.
- To ensure that all corporate documents are well checked and submitted on time prior to the documents submission due date.
- Handling of official email. Receiving and distributes incoming email and dispatches outgoing emails.
- Answering the telephone calls relays message and answering the queries which related to Documents Control Department.
- Making DTS (Document Transmittal Sheet) for all subcontractor/ supplier.
- Preparing the summary of pending issues on weekly bases.
- Making copies of all type of document and distributing to relevant person.
- Filling main contractors, sub-contractors and incoming outgoing etc....
- Arranging and properly filled all the contract drawings revised drawings.
- Faxing all inquiries documents.

SPECIAL SKILLS:

- Proficient in MS Windows 7,8,10 , MS Office Applications, Microsoft Word, Microsoft Excel, Power Point & using Internet.
- Excellent Communication Skills (Oral and Written)
- Dependable, self-motivated, flexible, able to take on responsibility quickly and has the ability to assume expanded responsibilities. Responsible, enthusiast, honest and hardworking person. Working knowledge in administrative works and file keeping.

EDUCATIONAL BACKGROUND:

High School

Board of Intermediate Secondary Education Jehlum Pakistan.

TRAININGS:

- Managing safety from TWI Middle East FZ LLC Dubai.
 - First aid from TUV in Abu Dhabi 2016.
 - Firefighting from TUV 2016.
 - Document controller Course 2017-INARA Training Institute Dubai.
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PERSONAL DATA:

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| • Date of Birth | 10 th Jan 1986 |
| • Civil Status | Married |
| • Passport No | BE1883722 |
| • Nationality | Pakistani |
| • Language Spoken | English, Arabic & Urdu |
| • Visa Status | Cancelled Visa |

I hereby certify that the foregoing information is true and correct to the best of my knowledge and belief.