

Document Controller

Name: Sameer Khan
Nationality: Indian
Current location: Sharjah, UAE
Visa Type: Employment
Cell #: +971 553091144, +971 525449495
E-Mail: itz.sameer@yahoo.com



Objective:

To get more exposure, accept challenges, utilize skill and prove worth. Attain self-satisfaction by working in a stable, challenging environment where I can optimally utilize my skill and abilities while continuing to grow professionally.

Work Experience

M/s Sharjah General Contracting Co. Sharjah, UAE

Designation: Secretary cum Document Controller for the Consultant
Period: Nov-2018 to till Date

Project: R1169 - Construction of Internal Roads and Surface Drainage Network at Industrial Area No. 10, Sharjah
Consultant: M/s Khatib & Alami Engineering Company
Client: M/s Sharjah Chamber of Commerce & Industry
Role: Secretary cum Document Controller for the Consultant

Project: R1201 - Entrance & Exit for Fuel Station on Al Dhaid Road, Sharjah
Client: M/s SRTA
Role: Secretary for the Contractor

Project: R1209 - Additional Service Road Near Ruler's Office Cultural Square, Sharjah
Client: M/s SRTA
Role: Secretary for the Contractor

Project: 301-640 - Conveyance of TSE from Al Saja'a to Al Bardi Nature Reserve, Sharjah
Consultant: M/s Jacobs Engineering Consultant
Client: M/s Directorate of Public Works
Role: Secretary cum Document Controller for the Consultant

Responsibilities:

- To manage all commercial and technical documents for the project.
- Perform all clerical works which include filing, typing, photocopying, fax correspondence and other works being assigned from time to time.
- Maintaining and updating the database and also manual filings.
- Receiving and checking all incoming correspondence and transmittal of documents.
- Dealing with other staff or visitors, on phone or in person.
- Review each documents for conformity and accuracy.
- Keep all project documents orderly complete and categorized for easy accessibility to specific records and projects.
- Ensures delivery and receipt of all documents by deadlines.
- Makes sure that controlled copies of latest approved documents are given to the appropriate staffs.
- Maintains an updated records of all approved documents and their distribution clearly.
- Log incoming and outgoing documents.
- Maintains the documents in the Document Control office under safe custody without any damage and easy accessibility.
- Generate various document control reports as required.
- Any other work required by the company under my profession.

M/s United Engineering Construction LLC, UAE

Designation: Document Controller
Period: Apr-2017 to Nov-2018

Project: Yotel Hotel, Business Bay, Dubai
Consultant: M/s Arkitektnik International
Client: M/s Dubai Investment Properties

Project: Construction of 482 Villas in Nad Al Sheba
Consultant: M/s Arif & Bintoak
Client: M/s Nakheel

Responsibilities:

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings.
- And commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Generate the various document control reports as required.
- Typing of site documents, and follow up of all the site needs.
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Maintain the files and control logs as required by the project.

M/s Harsh IT World, Churu (India)

Designation: Admin Officer
Period: May-2015 to January-2017

M/s Unibeton Ready Mix LLC, UAE

Designation: Project Secretary (Construction and Maintenance Department - Batching Plant)
Period: March-2014 to Nov-2014

Academic Records:

Bachelor of Computer Application in year 2013
University of Rajasthan
BCA (3 year) obtain percentage 67%

Senior Secondary Education in year 2009
Board of Secondary Education, Rajasthan
12th obtain percentage 62% with Computer Science

Secondary Education in year 2007
Board of Secondary Education, Rajasthan
10th obtain percentage 50%

Diploma in Personal Management & Industrial Relations in year 2012
NILAM, Chennai
Personal Management obtain percentage 65%

Skill

- Fundamentals of IT, MS Office (MS Word, MS Excel, MS Power point, Outlook), Internet etc.
- Personnel Management (Managing office works).

Strength:

- High communications skills, positive attitude, Punctuality, Self-motivation, confidence, Supportive.
- Achievement Oriented with excellent teamwork and an ability to manage work.
- Capable of accepting and completing a project within tight time-frame.
- A patient, hard working and optimistic person with excellent communication and interpersonal skills.
- Strong knowledge of compensation practices, employee relations, diversity, and performance management.
- Ability to counsel, coach, and advice staff at all levels of the organization.

Interests:

- Reading newspapers
- Watching TV

Personal Information:

Father Name:	Mr. Yakub Khan
Date of Birth:	08-07-1993
Nationality:	Indian
Religion:	Islam
Passport No:	K5183519
Date of Issue:	11-06-2012
Date of Expiry:	10-06-2022
Language known:	English & Hindi

I declare that the above information and detail are true and correct to the best of my knowledge & belief. So, I humbly request you to give an opportunity to serve in your company. I assure you that my service will best of my ability and prove worthy of selection.

Date:

Place:

Sameer Khan