



HISHAM OT
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PERSONAL DETAILS

Date of Birth: 27 Jun 1997
Nationality: Indian
Marital status: Married

PASSPORT DETAILS

Passport No: B6877007
Expiry on : 07 Nov 2033

PERMANENT ADDRESS

OT House Beach Road
Kottakkal PO Iringal Via
Kozhikode, Kerala-673521

LANGUAGES:

ENGLISH
HINDI
MALAYALAM
TAMIL

CURRICULAM VITAE

HISHAM OT. **DOCUMENT CONTROLLER**

Personal Profile

Document Controller with 5 Years experience in QA/QC Department of a Material Testing laboratory.

Work Experience

- 5 years of Experience working as Document Controller/Data entry in Doha Technical Laboratories, Mesaieid, Qatar (April 2021 till present).

Competencies

- Proficiency in LIMPS, ULS.
- Maintain relevant documents for Technicians performing the laboratory activities such as Authorization, Competencies etc.
- Ensuring they are stored securely and easily accessible to authorized personnel.
- Upload and maintain proper record of Calibration Certificates, Training details as per Quality procedure.
- Maintaining document control systems, tracking revisions, distributing documents to relevant parties, and ensuring compliance with document management procedures and standards.
- Maintaining accurate records and facilitating document retrieval for audits or other purposes.
- Implement and maintain Document Management System.
- Ensure Document Management accordingly to established procedures or standards (documents numbering, formats, issuance, review, dispatch, recording and archiving).
- Maintain and manage electronic and hard copy documents as required.
- Makes sure that controlled copies of the latest approved documents are distributed internally and externally (Clients and Suppliers).
- Monitoring of documentation progress in cooperation with the project planner.
- Set up Project Folders and facilitate the Project communication process.
- Collate, produce and submit QA Documentation for Clients.
- Handling of Customer Reports and Organizing the work and report according to Customer Requirement.
- Making Test Report for Soil, Aggregate, Water, Steel, Road marking, Concrete Cube, Slump and Geotechnical Reports.
- Referring to QCS 2014, 2024 to check the corresponding result of the test comply to the specification to incorporate in the report.

Professional qualifications

- Foundation in Travel and Tourism 2015 (IATA/UFTAA)- Akbar Academy Airline Studies Calicut.
- Diploma in Aviation, Hospitality and Airport Management 2015 Akbar Academy Airline studies Calicut.
- Computer Reservation System (Abacus, Amadeus, Galileo, Sabre)
- Higher Secondary from Kerala State Higher Secondary Board - 2014
- Secondary School Leaving Certificate from Kerala State – 2012

Computer Skills

- Knowledge in Microsoft Office Suite.
- Database Management Systems.
- LIMPS
- ULS

Declaration

I hereby declare that the above-mentioned are true and correct to the best of my knowledge and belief.

Doha
25 July 2024

Hisham OT