



## CONTACT

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### Address:

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Near Mamzar Building, Al Qiyadah,  
Dubai – United Arab Emirates

☎ (00971) 0565681184

Passport Number: K7879936,

Passport Validity: 02/01/2023

Visa Status: Visit Visa

## SKILLS

### Office Tools:

Microsoft Word, Excel, PowerPoint,  
On-line Data Management (ERP)

### Software Application Tools:

ACONEX, Eclipse System, ECS Plus, FDR

### Languages Known:

Speak - English, Hindi, Tamil  
Write - English, Urdu, Arabic

## EDUCATIONAL

Bachelor of Business Administration  
University of Madras,  
2001-2003

# KHALID AHMED MAHMOOD

## Document Controller/Back Office Executive

I am a determined Document Controller holding 3 years' Experience in UAE accountable to Engineering & Construction. Experience in Back-Office Executive for Financial Services in Banking Credit Card, Loan, Mutual Fund & Office Administrative. I actively look for a position wherein I am enabled an opportunity to contribute to your organization alongside learning and excelling as an individual.

## WORK EXPERIENCE

### Document Controller

2019-2021

*M/s. Emirates International Projects Gen. Contracting, Al Ain-UAE*

#### Projects:

1. Development of Roads, Infrastructure and Streetscape – **Khalifa City "A" Contract # 02 & 03**
2. SB-21 Saadiyat Beach Apartment – **Saadiyat Beach Island**
3. Road and Infrastructure Phase 01 (N3) – **Riyadh City South**

#### Responsibilities:

- Maintaining Log WIR, MIR, SOR, NCR, Drawing submittals & site report
- Coordinate with contractor for all document issues relating to our approval
- Preparing Work inspection requests and following with Engineer approvals
- Preparing LPO for each material required and also following with suppliers
- Arranging material inspection & Lab test reports from approved third party
- Downloading all approved inspection & submittal requests from ACONEX
- Preparing monthly project payment based on work done and approved WIR
- General assistant to Engineer's and staff to ensure smooth works at the site

### Document Controller

2018-2019

*M/s. Constructora Sanjose S.A.- Abu Dhabi – UAE*

#### Project:

New Al Ain Hospital – Al Ain

#### Responsibilities:

- Preparing submittals, Test Report, MIR, WIR, NCR and Method Statement
- Preparing QA/QC reports Daily, Weekly & Monthly for consultant meeting
- Maintaining log for site observation issues and sharing to Engineer to close
- Tracking for all submitted inspection request from consultant on daily basis
- Logging, Filing all project documents for handing over to consultant record
- Formatting of documentation e.g., Specifications, Spreadsheets and Reports
- Maintaining a Log for detailed Testing plan as per the project requirement's
- Issue the overdue submittals to engineer for which not replied by consultant
- Uploading, registering & maintaining all project documents as per standard

### Senior Processing Officer

2010-2018

*M/s. Tata Consultancy Services, Chennai - India*

#### Project:

CITIBANK - Malaysia

#### Responsibilities:

- Checker activities for CITIBANK account holders for Credit card & Loan
- Resolving all queries for CITIBANK customers via email and phone calls

- Conducting team huddles, Process updates & Training with team members
- Preparing monthly Audit review and Risk Control Self-Assessment tracker
- Downloading reports GIRO and Non-GIRO transaction to issue IDO ticket
- Preparing Continuity of Business documents, Completing on schedule time
- Preparing monthly dashboard reports & discussing with client for feedback
- Reinstating CITIBANK customers Loan amount & posting financial entries
- Issuing Master Check to CITIBANK customer for excess payment on card
- Preparing monthly MIS, Control Chart, FSS and C-Matrix for client review
- Sending EOD email and batch details to CITIBANK client on a daily basis
- Handling team with six members and taking care of daily & weekly reports

**Achievements:**

- Received award “Best employee first quarter”2011” from CITIBANK client
- Received “On The Spot Award” for zero defects period 23-Nov-2012
- Got Certification from “Tata Consultancy Services Domain Academy”
  1. Payment in Credit Cards & Collections
  2. Mutual Fund Concepts
  3. Business Skills
  4. Sales and Marketing Management

**Assistant Processing Officer**

**2007-2009**

*M/s. Computer Age Management Services, Chennai – India*

**Project:**

State Bank of India – Mutual Fund

**Responsibilities:**

- Joined in pilot team for SBI Mutual Fund operation for the brokerage dept.
- Co-ordination with SBI Asset Management Company for SBI- MF brokers
- Revalidating outdated instruments and issuing duplicate cheques to broker
- Processing brokerage accounts and sending feedback on a daily via emails
- Acknowledged as the subject matter expert for SBI-MF Brokerage process
- Monthly Upfront Computation updated as per a format received from SBI
- Monthly report generated for SBI-MF & preparing brokerage commissions
- Resolving queries to client, investor and brokers via email and phone calls
- Preparing monthly report for SBI Mutual Fund Brokers for their payments

**Office Administrative**

**2004-2007**

*M/s. Pelita Samudra Pertama (M) Sdn. Bhd, Malaysia*

**Responsibilities:**

- Responsible for answering, screening, issues & all customers requirements
- Handling on daily petty cash, Card payments & maintaining bank accounts
- Full support to office teams in order to ensure for smooth business running
- Maintained daily task lists, arranged meetings and also made appointments
- Offering support, guidance to junior & creating positive work environment
- Collected and coordinated flow of internal and external information details
- Preparing monthly Sales report, Presentation, Credit Card Bank statements
- Composed, typed & distributing meeting agendas, routine correspondences
- Reading, Monitoring and responding's to all customer and Manager emails
- Purchase in-charge for all required materials and following with each team