

# SHAHID HASAN

## Applying for Document controller

EMAIL: [shahidhasan430@gmail.com](mailto:shahidhasan430@gmail.com)

Ph no: +91838307412

Responsibilities: Submission of documents creating transmittals through system and hard copies and confirming the correct stamping of all documents and drawings in accordance with the main document control procedure.

- Tracking the pending documents through weekly report and advising the involved party for tracking proper action

on the pending documents, maintaining all correspondence and other transmittals from the Consultant/Clients and

Sub-contractor/Supplier etc. In a controlled routine till handover of the Project.

- Sending reminder to all discipline engineers of all due/overdue documents and discuss with Project Manager, Control Manager, Contract Manager in case any issue with any technical outstanding documents.

## EXPERIENCE

### CCC OMAN LLC, MUSCAT —

Project: Bausher Wastewater Network Project (BWN5)

Client: Haya Water

Contract Value: \$ 20 Million

Job Title: Document Controller

Period: From 06th October 2015 to 30 April 2017

Consolidated Contractors Company (CCC Oman LLC)

## EDUCATION

10TH, BSEB BOARD PATNA.

Higher school 12TH , SCIENCE , BSEB BOARD PATNA.

## SOFT SKILLS & TECHNICAL SKILL

1 EDMS Software's : Aconex, Dashboard, Visual Byblos Cyberspace (VBC) & Atlas

2 Office Tools : MS- Office (Microsoft Word, Excel, Outlook & Power Point)

3 Equipment : Large Format Printers, Scanners, Binding Machine, Lamination Machine & Plotters.

4 BRITISH COUNCIL ENGLISH CERTIFICATE

5 PUBLIC SPEAKER FROM UDEMY ONLINE.

6 BASIC ELEMENTARY ENGLISH FROM KING COLLEGE LONDON.

7 MS OFFICE FROM UDEMY.

## PERSONAL DETAILS

FATHER NAME: MD PHOOL HASSAN

DOB:

MARITAL STATUS: MARRIED

NATIONALITY: INDIAN

LANGUAGES

ENGLISH, urdu, hindi and while arabic

Date of Birth: 05/01/1989

Address: b-222 okhla phase-1  
new delhi india 110020

RELIGION: ISLAM

HOBBIES: cricket

