

CURRICULUM VITAE

ZIA UL ISLAM

Current Location: Dubai UAE

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POST APPLIED FOR: DOCUMENTS CONTROLLER

Objective: -

As a Document Controller, you will mainly be responsible for organizing and handling the numerous documents at the company. For this reason, your resume objective should effectively communicate to the employer that you have the organizational skills necessary to succeed in this position and benefit the business as a whole. To work as with an organization that would provide to excel my background experience and interest for attaining organization goal and myself.

To work for an esteemed organization for better prospect future carrier.

To develop and maintain strong responsibility, dependability, and determination to words the work for further career development.

CAREER SUMMARY:

I have over 05 years 06 Month experience working in the capacity of Document Controller and worked with various companies such as Construction.

Educational Qualification: -

Class 10th from National Institute of Open School in 2015 securing 90%.

HOBBIES

Reading Software Magazines, Playing Cricket, Playing Football, PC Game.

ACHIEVEMENTS

Captained the college cricket team in the inter college cricket tournament.

PERSONAL DETAILS:

- | | | |
|------------------|---|-----------------------|
| ➤ Father's Name | : | Saif Ul Salam |
| ➤ Nationality | : | Pakistan |
| ➤ Date of Birth | : | 01/01/1998 |
| ➤ Gender | : | Male |
| ➤ Marital Status | : | Single |
| ➤ Language Known | : | English, Urdu, Arabic |

Passport Details: -

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| ➤ Passport No | : | VU1818811 |
| ➤ Date of Issue | : | 06/09/2017 |
| ➤ Date of Expiry | : | 05/09/2022 |
| ➤ Place of Issue | : | Pakistan |

Duties & Responsibilities

- ✓ Control and maintain project Record of incoming project documents.
- ✓ Presentation and filing of documents and drawings.
- ✓ Correspondence with various departments for Vendor drawings.
- ✓ Responsible for maintaining hard copy information.
- ✓ Issuing and distributing controlled copies of information.
- ✓ To maintain proper records for all documents whether inside or outside the company.
- ✓ Record keeping of received and sent letters to the various consultants and other contractors.
- ✓ Excellent management, communication, organization and interpersonal skills.
- ✓ Typing of site documents, and follow up of all the site needs
- ✓ Data Entry of in carry/dispatch/Updating Contracts/ Bill details.
- ✓ 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
- ✓ Copy, scan and store
- ✓ Check for accuracy and edit files, like contracts
- ✓ Review and update technical documents (e.g. manuals and workflows)
- ✓ Distribute project-related copies to internal teams
- ✓ File documents in physical and digital records
- ✓ Retrieve files as requested by employees and clients
- ✓ Manage the flow of documentation within the organization
- ✓ Maintain confidentiality around sensitive information and terms of agreement

Skills

- ✓ Micro Soft Word, Excel, Photoshop ,3D Point & Aconex
- ✓ Ability to work under pressure & independently
- ✓ Flexible mature to deal with dynamic situations.
- ✓ Excellent communication skills, Confident & Hard working.

Project Detail

- ❖ Shah Town project Job no 115 (Pakistan Karachi) April 2017 to January 2018
- ❖ ZR Plaza job 259 (Pakistan Lahore) March 2018 to June 2019
- ❖ Al Zahia Sharjah project 960 villas August 2019 to December 2020
- ❖ Sports city Dubai TILAL AL GAF project 916 villas Job no 315 January 2021 to Still Now

Declaration

- ✓ I hereby declare that all the details furnished above are true to the best of my Knowledge and belief.
- ✓ Place Dubai