Dear Sir / Madam,

Document Controller/Project Coordinator

I am contacting you to express my interest on applying for **Document Controller/Project Coordinator** Position at your organization.

I am a Bachelor of Computer Science. I have 3 years of experience as Document controller and Site coordinator in Mega construction and energy projects. During my career, I have worked in Pakistan and UAE. I have hands-on experience in the following areas of work.

- Document Control on site and Office
- On Site Client interaction, Inbound/Outbound calls and email correspondence
- Inter departmental coordination
- Complaint handling
- Onsite Process implementation
- Coordination with onsite safety team for all required arrangement and supply of equipment
- Record keeping of all project related documents (Invoices, NoCs, Drawings, Time Cards,)
- Daily, weekly and monthly project reports submitted to site engineer and head office
- Responsible for on time service/items delivery
- Day to Day coordination with staff & workforce to meet project deadlines

Please also refer the attached, my Curriculum Vitae.

Always admired by my seniors for being a smart-worker and having a great attitude towards work, I believe my profile will match with a position at your organization.

Currently based in the UAE, happy to attend any interviews at your convenience.

Many thanks.

Yours Sincerely,

Imran Ali Shah

CURRICULAM VITAE

IMRAN ALI SHAH

00971544214703

Email: imranzrt@gmail.com

Carrier Objective

Seeking a position to utilize my skills and that offers professional growth while being resourceful, innovative and flexible. Self-motivating, self-starter and a team player equally effective independently in working

Personal particulars

- ❖ Father's Name : Iqbal Shah
- ❖ Date of Birth : 21-05-1993
- ❖ CNIC # : 17201-2570667-1
- ❖ Domicile : Nowshera (K.P.K)
- ❖ Nationality : Pakistani
- ❖ Religion : Islam Sunni Muslim
- ❖ Passport No : EH5156672
- ❖ Visa Status : Visit Visa
- ❖ Marital Status : Single

Professional Summery

- Two year experience in UAE as a Document Controller in Green Oasis General contracting L.L.C

- One year experience in Pakistan as a Document Controller in Hunar Mand Assoiation

Job responsibilities:

- ❖ First point of contact, managed phone calls and visitors
- ❖ Arranging site visits and meetings
- ❖ Coordination with site engineer on all site activities
- ❖ Record keeping of payments and clients
- ❖ Creating and recording of Balance statements of delivered material to store & site
- ❖ On paper & soft copy record of all delivery orders
- ❖ Responsible for implementation work processes to develop efficiency, manage organized events & function & deal with client at all level
- ❖ Responsible for client account management and customer retention
- ❖ Keeping all official letters received/sent in sequence with authority identification
- ❖ Making record of all incoming/outgoing documents
- ❖ Record keeping of employee/labor cards on site, time keeping
- ❖ Record keeping of approved drawings and NOCs and all project related documents on site
- ❖ Creating document references for easy access
- ❖ Responsible for all Delivery items/service on time,
- ❖ Contribute on daily basis on cost/quality standards
- ❖ Contribute to meet CDM/health & safety targets
- ❖ Served as a professional and knowledgeable.
- ❖ Support Maintenance Coordinators and Managers of Store Planning Department with correspondence, accounting procedures and travel arrangements.

Educational Qualification

- ❖ MCS   (In Progress)
- ❖ B.SC (Computer Science)   (Peshawer University Board)
- ❖ DAE (Food)   (Govt College of Technology Nowshera)
- ❖ Metric (Science)   (Mardan Board)

Computer knowledge

- ❖ AutoCAD 2D , 3D
- ❖ MS. Office Automation Course
- ❖ Computer Composing Course
- ❖ Three Month's Typing Course

Key skills & Strengths

- ❖ Outstanding communication and written skills

- ❖ Good presentation and organization skills

- ❖ Extensive knowledge of: Microsoft Excel, Microsoft Word, PowerPoint Microsoft Operating System, Antivirus, Computer Hardware and Software.
- ❖ Knowledge & understanding of backup technologies methods.
- ❖ Knowledge of Network and Internet
- ❖ Self-motivated and good motivator

- ❖ Good knowledge of clerical work

Languages known   : English, Urdu, Pushto

Reference: Available upon request