RESUME

Rizwan Gulzar

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OBJECTIVE

Seeking a challenging position in prestigious organization where professional experience and commitment on my part can contribute to achieve company objectives and enable me to prove myself an asset for the employer.

EXPERIENCE

I am Metallurgy & Materials Science Graduate, having 7 years of total experience in the field of Construction, Steel related Manufacturing products as Inventory & QC Document Controller. Now currently working as QA/QC Document Controller of a very well reputed steel fabrication company for civil work in Dubai, UAE since 2015.

Names of the Company	Designation	Tenure
Galadari Engineering Brothers Dubai, UAE.	QA/QC Document Controller	July 2015 to continue
Elite Metal Tek Pakistan	Document Controller	Aug 2014 to April 2015
Afco Steel Pakistan	Document Controller	Oct 2013 to July 2014
Batala Steel Pakistan	Document Controller	Jan 2013 to Sep 2013

NATURE OF JOBS

❖ Over all incharge for the submission of all kinds of QA/QC documents to the consultant, clients & control of documentation.

Detail: Transmittals, Inspection request, Material Inspection request, Material Submittal, Document submittal, Work Inspection Request, Method statement, Correspondences.

Affix receiving stamps on all correspondences, transmittal sheet, recording date & time of receipt as well as signature. A copy of the received correspondence & transmittal sheet should be returned to the originator (client, sub-contractor, or supplier)

❖ Receiving & Distributing incoming and outgoing documents & email.

❖ Incoming & Outgoing documents maintaining for appropriate record & register for fellow up and control.

❖ Updating spread sheet of daily fabrication of current projects day by day

❖ Uploading and follow up of documents in **ACONEX, EXPO2020 Domeconnect and PDM Exchange**

❖ Handling intake, scanning, verification, and storing documents.

❖ Filing and archiving relevant documentation.

❖ Retrieving files for other employees and customers when needed.

❖ Designing templates for documents, file types, and document databases.

❖ Checking and editing documents for accuracy and compliance.

❖ Controlling the flow of documents in and out of the department.
❖ Reporting errors or developments regarding document storage.
❖ Ensuring the secure destruction and disposal of sensitive documents.
❖ Updating and maintaining document management systems and physical records.
❖ Maintaining the security of confidential documents.
❖ Worked on around more than 50nos., Steel Structure projects from Raw Material to Final Dossier submission to Client.
❖ Well aware of Scanning, Photocopies, Computer Networking, Printer Installation etc.

Document Controller in Projects Like;

❖ EKFC-3 Emirates Flight Catering (Client Emirates Airline)
❖ Steel Structure Building (Client ABB/ZADCO)
❖ Nikki Beach Resort (Client BESIX)
❖ Dubai Mall (Client EMAAR)
❖ Jebel Ali Power Station (DEWA/Siemens)
❖ Dubai Water & Canal (Dubai Govt.)
❖ Al Zahia City Centre (Al Futtaim)
❖ Skyway Innovation (Sharjah Govt/ Greentech)
❖ EXPO 2020 Dubai Al Wasel (EXPO/AL Futtaim Carillion)

EDUCATION

- **Bachelor of Science (B.Sc.) in Metallurgy & Materials**
  University of the Punjab Lahore   **(2012)**

H.S.E Courses;
I.   Basic **Fire Fighting** Training from Civil Defence DUBAI, UAE.   **(2018)**
II.   Basic **First Aid** Training Course   **(2019)**

PERSONAL

❖ Nationality: Pakistani
❖ Father Name: Gulzar Ahmed
❖ Marital Status: Married, with two Kids.

COMPUTER SKILLS

❖ Microsoft Office (Word, Excel, Power Point)
❖ Knowledge & User of AutoCAD
❖ Knowledge & User of Aconex & PDM Exchange

Communication & Interpersonal Skills

❖ Outstanding command over verbal and non-verbal communicative & interpersonal skills.
❖ Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
❖ Confidently able to work independently or in a team to deal effectively with other
❖ Flair to organize & prioritize tasks to meet deadlines.
❖ Ability to manage multiple projects with minimal supervision.
❖ Have Excellent command over English and Urdu /Hindi, Punjabi languages.

*References will be furnished if/when required