

CURRICULUM VITAE

Personal Information

Name : Muhammad Saad Ali
Gender : Male
Date of Birth : 01-06-1996
Nationality : Pakistan
Marital Status : Married
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Job Objective

I am confident, hardworking and enthusiastic individual, seeking for a good position in a well-organized and professional organization. My primary goal in life is to excel in my career by joining a fast-paced and professional workplace and emerge as a competitive and intellectual individual of the society. My primary objective is to secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Education

- Bachelor's in computer sciences BS (CS) – Preston university, Islamabad – Pakistan
- PHP - Certification

Personal Skills

- Leadership
 - Result Oriented
 - Sharing Best Practices
 - Decision making
 - Curiosity
 - Creativity
 - Courage
 - Resilience
 - Growth-Mindset
 - Convincing
 - Communication
 - Creativity
 - Innovation
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Experience (Feb 2019 – to Present)

Document Controller/IT Support

Al Barrak Electrical Contracting Company

DOCUMENT CONTROLLER

- TRANSCO project No. 15599 - 132kV Cable Connection for New Shakbout City Substation
- Familiar with TRANSCO standards & specifications.
- Receives and issues documents under transmittal, externally and internally according to document distribution matrix
- Ensures that all engineering documents are well checked and submitted on time prior to the document's submission due date
- Assist PM in the drafting and issuance of project proposals, RFI's, Budgets, cash flows and preliminary schedules.
- Chair site meetings and distribute minutes to all project team members
- Ensures that all documents have no errors in filenames, revisions, submissions, etc before submitting it to the recipient department/party to avoid confusion
- Ensures that controlled copies of latest approved documents and drawings are given to the appropriate staff, contractors and suppliers as applicable
- Develops and maintains the projects department document control register
- Records and files all documentation between the projects department, contractors, suppliers & Independent construction control consultants
- Allocates document numbers to internally prepared documents and incoming documentation
- Review field inspection reports from consultants throughout the lifecycle of the project issue Contracts, Letters of intent, Purchase orders, etc.
- Maintains updated records of all approved documents and drawings in the Document Archive and the File Server with easy traceability
- Maintains the files and control logs as required by the project procedures.

IT SUPPORT:

- Installing and configuring computer hardware, software, systems, networks, printers and scanners
 - Monitoring and maintaining computer systems and networks
 - Responding in a timely manner to service issues and requests
 - Providing technical support across the company (this may be in person or over the phone)
 - Setting up accounts for new users
 - Repairing and replacing equipment as necessary
 - collecting data on project activities
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Experience (March 2018 – to Feb 2019)

Workshop Manager / HR / Document Controller / IT Support Al Sahraa AJR L.L.C

Workshop Manager

- Responsible for job allocation and job flow in the workshop including job scheduling and labor allocation for day to day operations.
 - Co-ordinate resources, (operational and human) schedules and activities to effectively manage jobs.
 - Ensure supplies are ordered for each job
 - Assist with quoting, project management, materials purchasing and quality checks.
 - Ensure correct job numbers are used and that time records are correct
 - Provide oversight and check job estimates.
 - Manage inward goods, checking quantities, dispatching goods and receipting invoices
 - Regularly report progress on each job and quickly communicate delays or concerns with the Director
 - Operations. Report on manpower overruns or shortfalls.
 - Act as a technical adviser on key projects and other areas of the business as requested
 - Work with the Director - Operations to respond to client's requests for updates on the status of their jobs and keep the communication channels open to ensure information is accurate.
 - Identify client's needs and explain/demonstrate AMS's services to them, which may involve technical descriptions of products and the way they may be used
 - Receive and review feedback from customers and follow up to ensure customer satisfaction.
 - Work with the Directors to investigate customer complaints and concerns arising from products and suggest appropriate solutions. Discuss with team to identify appropriate course of action.
 - Develop and implement systems to record, file and store information pertaining to client enquiries.
 - Identify staff that require on-going training and implement training opportunities to ensure their skills are improved. Work with apprentices and semi-skilled staff to role model appropriate technical skills.
 - Provide feedback to staff that are not performing to the expected level and ensure human resources are informed of trends in performance.
 - Promote a Health and Safety culture within the business. Skills and Experience:
 - Engineering Trade Qualification Preferably Fitter Turner or Fitter Welder or equivalent
 - Strong interpersonal skills
 - Ability to work with people at various levels from shop floor to senior management
 - People management skills
 - Computer literacy with Sage50.net, QuickBooks, Microsoft Office including Outlook, Word and Excel.
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IT Support:

- Installing and configuring computer hardware, software, systems, networks, printers and scanners
- Monitoring and maintaining computer systems and networks
- Responding in a timely manner to service issues and requests
- Providing technical support across the company (this may be in person or over the phone)
- Setting up accounts for new users
- Repairing and replacing equipment as necessary
- Testing new technology
- Possibly training more junior staff members

HR (Human Resource) :

- Plan, direct, and coordinate the administrative functions of an organization.
- Oversee the recruiting, interviewing, and hiring of new staff; consult with top executives on strategic planning; and serve as a link between an organization's management and its employees.

Language

- ✓ Urdu (Native)
- ✓ Punjabi (Moderate)
- ✓ English (Proficient)
- ✓ Arabic (Elementary Proficiency)

Declaration

I hereby declare that all the above information's are true and correct to the best of my knowledge and belief.

Reference

References will be provided upon request.
