



Nationality: Pakistani

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Education: Bachelor of Commerce (B.com)



# SAFEER JUMAS

**Admin Officer/ Document Controller/  
Procurement Assistant**

Highly organized, detail-oriented, knowledgeable, and well trained in Clerical & Admin works, Procurement, Document controller, Petty cash handler, and customer & supplier relation. Offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Proficient in Microsoft Office word and excel, excellent writing and communication skills, Oracle, Aconex, Wrench and Documentation.

## EXPERIENCE SUMMARY (Oil & Gas Adnoc Gasco Project)

Job Title	Company Name	Duration
Document Controller	China Petroleum Engineering & Construction Corporation (Jan-2019 to Present)	Current
Assistant Admin Officer	Coffee Planet, Jafza (2017 to 2019)	02 Year
Document Controller	Ghantoot Group General Contracting LLC (2014 to 2017)	03 Year

### Responsibilities

#### as a D.Controller/ Co-ordinator

- + Experienced with ADNOC Project Documentation.
- + Excellent working knowledge of EDMS Aconex, Wrench.
- + Maintaining document logs for correspondence material approval Request, shop drawing, RFI.
- + Maintaining all tracking records and ensuring that they are initialed when a file is taken from the filing room.
- + Plan, supervise and record document flow to and from all necessary parties.
- + Issue and track location of all documents and drawings.
- + Coordinate storage and archiving of project records.
- + Conducting regular reviews and document audits.
- + Helping in the planning stages of a specific project.
- + Ensure documents are shared at key times to facilitate.
- + Prepare Final Dossier / Close-out File. Preparing WPR / MPR and other Reports.
- + Prepare Close-out Documents and assisting Sr. QS to prepare the final payment to client.

### Responsibilities

#### as an Admin Officer

- + Manage office supplies stock and place orders.
- + Prepare regular reports on expenses and office budgets.
- + Arrange shipment of Orders and prepare necessary Documents for related countries.
- + Prepare Purchase Order, Invoices, GRN, Delivery Notes, Roasting and Packaging Reports.
- + Recording the attendance and Overtime for Both Staff and Labors for Submission of IPA, PPE. absenteeism, deductions, fines, notices and memos.
- + Follow-up with procurement to get signed LPO.
- + To ensure attendance report and working hours are regularly updated in an accurate manner in the System for documentation and future reference.
- + Co-ordinating with HR Dept. on personnel issues of team members (i.e. leave balance, salary certificate, insurance cards, annual leave tickets arranging conference room, Security pass...etc.).

## Certification & Courses

**Peachtree**, --in Accounts and finance 2012

Journal, Ledger, Accounts Receivable  
Accounts payable, payroll solution, time and billing.

Job Costing, cost of goods produce and sale inventory

**Software in Payroll & HR/ Foxero:**

**Software in Documentation Wrench & Aconex Software**

## Areas of Expertise

- + **Administration Department**
- + **Data Base**
- + **Book Keeping**
- + **Project Document Controller**
- + **Document Controller HR/ HSE**

## LANGUAGES

URDU/ HINDI Mother Language  
ENGLISH Very Good

## EDUCATION | March 2013

**B.Com** Bachelor of Commerce (Accounting)

University of Azad Jammu & Kashmir

With Best Regards: Safeer Jumas