

## Curriculum Vitae

### **SYED IMRAN PASHA**

Contact: +966 58 343 2471

E-Mail: [syedimranqudeer@gmail.com](mailto:syedimranqudeer@gmail.com)



### **Position applied for QA/QC Document controller/QMIS Encoder**

#### **Personal Summary: -**

Applied advanced critical thinking skills in a stressful working environment where multi-task skills are essential, where top performance levels are absolutely required. Possessing a proven ability to generate innovative ideas and solutions to problems & establishing good working relationships

#### **Top Skills & Proficiencies:**

- Skills & Abilities:
- Managing Large amount of data
- Documents Organizing and Archival
- Issues detection and resolution
- Effective Communication
- Team Training
- Proficient in MS Office
- Reports Generation
- Process Improvement
- Capable of setting up and maintaining an EDMS system.
- Quality Control
- Highly competent
- Professionalism
- Strong Verbal Communication Skills
- Strong Problem Solving
- Attention to Detail
- Reporting Skills
- Typing Skills
- Presentation Skills
- Multitask

## Curriculum Vitae

➤ Current Employment profile:

Location: - Saudi Arabia (AL-Jubail)

Employment Profile:

- Company : China Pipeline Engineering & Construction Company
- Client : Onshore Main Potential Program (OMPP)
- Period : Sep-2019 to Till Date
- Position : QA QC Document Controller
- Location : Jubail (Saudi Arabia)
- Company Id : SyedImran@Cpp.com.sa

➤ Previous Employment profile:

Location: - Saudi Arabia (AL-Khobar)

Employment Profile:

- Company : Arkad Engineering & Construction Company
- Client : Saudi Aramco Master Gas System Phase II Package II
- Period : Dec-2016 to Aug-2019
- Position : QA QC Document Controller
- Location : Al-Khobar (Saudi Arabia)
- Company Id : Imran.pasha@Arkad.com

➤ Previous Employment profile:

Location: - Saudi Arabia (AL-Khobar)

Employment Profile:

- Company : Namariq Al-Shariq Company LTD.
- Period : Oct-2012 to Nov-2016
- Position : Administration Assistant
- Location : Al-Khobar (Saudi Arabia)
- Company Id : Imran@namariqksa.com

## Curriculum Vitae

### **Duties & Responsibilities:**

- Maintain document logs for WIR'S, Material approval submittals, NCR, LBE, ITP's, IFC & shop drawings etc.
- Scanning of hard copies of all documents (WIR, MIR, ITP, NCR LBE etc.)
- Responsible for all Documentation & Filing.
- Perform Document Control functions in line with Approved Procedure.
- Preparing & Submitting Monthly Quality Management Report (MQMR) and PQI.
- Register, log, distribute, track, issue, maintain and control office and site project documents and drawings
- Receiving drawings revisions from Technical Department replace the superseded revisions by new ones and keep the superseded documents accessible for information.
- Maintain registers of all receipts and issues or submissions of documents and correspondence.
- Reporting of Project Quality Manager, responsible for all QA/QC related matters.
- Ensure proper storage of documents in both electronic and hard copy formats.
- Maintain record of the QC personnel approved for the Inspection & Supervision
- Ensure all documentation provided is as per Client quality formatting requirements. Formatting may include correcting templates, fonts and style, pagination and numbering and other activities that may be required to achieve a client's documentation requirements.
- Document distribution by Transmittal System as per Document distribution Matrix for Hard copy and Electronic Document Transfer
- Checking all documents is issued with the transmittal system.
- To maintain accurate record of the receipt and issue of transmittals
- Resolve administrative problems

## Curriculum Vitae

- Oversee and supervise the work of junior staff
- Excellent time management skills and able to work to strict deadlines
- Be aware of the necessary actions in cases of accident or fire.
- Provides historical reference by utilizing filing and retrieval systems Handle sensitive information in a confidential manner
- Develop and update administrative systems to make them more efficient
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
- Updating & maintain the holiday, absence and training records of employees in the work side.
- Responsibilities include controlling the incoming & out going admin documentation process and maintain file and report.
- Assist with day to day operations of the admin functions and duties.
- Processing staff details for payroll & updating staff files.
- Maintain and manage passports, labour cards, and visas
- Check frequently the levels of office supplies and ordering supplies as required.
- General clerical duties including photocopying, fax and mailing
- Contributes to team effort by accomplishing related results as needed.
- Schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors

## Curriculum Vitae

### ACADEMIC QUALIFICATION:

Bachelor of commerce B.com (General) from GIRRAJ Government ,  
Nizamabad, Andhra Pradesh India  
Diploma – Administrative Management Programme

### TECHNICAL SKILLS: -

MS-Office (MS- Word, Excel, Power Point, Outlook, internet browsing.  
Hardware Basic, Software Installations)

### PERSONAL PROFILE:

- Name : Syed Imran Pasha
- Grand : Male
- Marital status : Married
- Nationality : Indian
- Languages Knows : English, Arabic, Urdu, & Telugu
- Iqama Status : Transferable

## EXPERIENCE CERTIFICATE

This is to certify that **Mr. Syed Imran Pash**, iqama #2414904751 holding Indian passport #S9887888 has worked with us as **QA/QC Document Controller** from **September -2018 to Till date** at **China Petroleum Pipeline Engineering Co. NORTHERN & SOUTHERN AREA ONSHORE MAINTAIN POTENTIAL PROGRAM (SAUDI ARAMCO)**.

During this tenure of service, we found him sincere & hard working. He has good conduct & abides to do duties allotted to him with full commitment and tenancy to purpose.

We thank him for his service with utmost honestly, integrity and sincerity.

We wish him very success for his bright future.

Yours sincerely,



Wang Hongwei - Project Manager

BRANCH OF CHINA PETROLEUM PIPELINE ENGINEERING COLTD.

**TO WHOM SO EVER IT MAY CONCERN**

It is certified that **SYED IMRAN PASHA** is working as an **QA/QC Document Controller** from Dec-2016 to Aug-2019.

During this tenure of his work, Mr. Syed Imran Pasha remained involved in his work dedicated.

We found him pretty active in whatever task we have provided him. He is a confident person.

He is a professionally sound hard working and devoted staff. We are gratified that he had been helpful in the advancement of our organization.

Regards,



**Fahad A. An Nassar**  
Director, HR & Admin





# *Certificate of Achievement*

**Imran Syed**

has earned this certificate for  
**MIS IP-02e PHISHING (SAP)**



Keep up the great work!

08-03-2021



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Keep up the great work!

08-03-2021

# Certificate of Proficiency

Certificate No. : NDT/207576/MT-01/2016

Date of Issue : Dec. 19, 2016

Date of Expiry: Dec. 18, 2021



*This is to certify that:*

**Mr. Syed Imran Pasha**

*has fulfilled the certification requirements as per  
**American Society for Nondestructive Testing***


*Recommended practice no. **SNT-TC-1A**  
and has demonstrated proficiency by successfully passing  
the theoretical and practical examination for*

**NDT level-II**

*In*

**MAGNETIC PARTICLE TESTING(MT)**



  
**IRFAN MAHMOOD**  
ASNT NDT Level-III  
Cert. No. 207576  
**Examiner**

# Certificate of Proficiency

Certificate No. : NDT/207576/PT-02/2016

Date of Issue : Dec. 19, 2016

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*This is to certify that:*

**Mr. Syed Imran Pasha**

*has fulfilled the certification requirements as per  
**American Society for Nondestructive Testing***

*Recommended practice no. **SNT-TC-1A**  
and has demonstrated proficiency by successfully passing  
the theoretical and practical examination for*

**NDT level-II**

*In*

**DYE PENETRANT TESTING(PT)**



  
**IRFAN MAHMOOD**  
ASNT NDT Level-III  
Cert. No. 207576  
**Examiner**



# Certificate of Proficiency

Certificate No. : NDT/207576/RT-02/2016

Date of Issue : Dec. 05, 2016

Date of Expiry: Dec. 04, 2021



*This is to certify that:*

**Mr. Syed Imran Pasha**

*has fulfilled the certification requirements as per*  
***American Society for Nondestructive Testing***


*Recommended practice no. SNT-TC-1A*  
*and has demonstrated proficiency by successfully passing*  
*the theoretical and practical examination for*

**NDT level-II**

*In*

**RADIOGRAPHY TESTING (RT)**



  
**IRFAN MAHMOOD**  
ASNT NDT Level-III  
Cert. No. 207576  
***Examiner***

# Certificate of Proficiency

Certificate No. : NDT/207576/UT-01/2016

Date of Issue : Dec. 05, 2016

Date of Expiry : Dec. 04, 2021



*This is to certify that:*

**Mr. Syed Imran Pasha**

*has fulfilled the certification requirements as per  
American Society for Nondestructive Testing*

*Recommended practice no. SNT-TC-1A  
and has demonstrated proficiency by successfully passing  
the theoretical and practical examination for*

**NDT level-II**

*In*

**ULTRASONIC THICKNESS TESTING**  
**(UT)**



  
**IRFAN MAHMOOD**

ASNT NDT Level-III

Cert. No. 207576

**Examiner**





# GOVERNMENT OF INDIA

Ministry of Youth Affairs & Sports



NEHRU YUVA KENDRA, NIZAMABAD DISTRICT

&

## ATHMA Educational and Welfare Society

(Regd. by Govt. of A.P. No. 5882/1997 A Non profit making registered voluntry organisation)

### Certificate



This is to Certify that Mr / Ms. SYED IMRAN PASHA

S/o. W/o. D/o. SYED QADEER

Resident of NIZAMABAD, ANDHRA PRADESH

On Successful Completion of ADMINISTRATIVE MANAGEMENT PROGRAMME

Under training in self employment project (TSEP) Organised Jointly by Nehru Yuva Kendra Sangathan and Athma Educational and Welfare Society.

From 10th JAN 2011 To 12th JULY 2011

With Registration No. AEWS7685943612

During the Period He / She attended the course regularly and Participated in the activities of the course including Practicals. He / She bears good conduct and has obtained A+

Grade in the Examination Conducted by us in the month of September

Presented this 7th days of November Month and 2011 year,

under the seal of the organisation.

  
**Parsi Athma Ram**

Course Director / President

Athma Educational and Welfare Society  
Nizamabad.

  
**Youth Coordinator**

NEHRU YUVA KENDRA  
NIZAMABAD







# GIRRAJ GOVERNMENT COLLEGE (Autonomous), NIZAMABAD. (A.P.)

(College with Potential for Excellence) GG 0002110

Affiliated to Osmania University

## Consolidated Memorandum of Marks

B.Com. (GENERAL) 3YDC



Name of the Candidate : SYED IMRAN PASHA  
Father's Name : SYED QUDEER

Date : 01-July-2013  
H.T. No. : 32-09-1090

Part - I	Semester-I & III		Semester-II & IV		Semester-I		Semester-II		Semester-III		Semester-IV	
	Max. Marks	Passing Marks	Max. Marks	Passing Marks	Marks Secured	Year of Passing	Marks Secured	Year of Passing	Marks Secured	Year of Passing	Marks Secured	Year of Passing
English	40	15	35	13	18	A09	14	A09	18	A10	17	A10
URDU	50	18	50	18	28	N08	20	A09	36	N09	28	A10
English Pr.			25	09			15	A09			20	A10
<b>Total Marks Secured in Part-I :</b>					In Figures : 212 / 400		Percentage : 53.00		Division : <b>SECOND</b>			
					In words : *TWO*ONE*TWO							

Part - II										
SUBJECTS	Max. Marks	Passing Marks	Marks Secured	Year of Passing	SUBJECTS	Max. Marks	Passing Marks	Marks Secured	Year of Passing	
<b>SEMESTER-I</b>	BUS. ECONOMICS	50	18	27	A10	BUS. ECONOMICS	50	18	18	N09
	FIN.ACC-I	35	13	13	N08	FIN.ACC-I	35	13	15	A10
	BUSI. ORG. & MGMT.	35	13	14	A09	BUSI. ORG. & MGMT	35	13	14	N10
	FUND. OF IT.	35	13	16	N08	FUND. OF IT.	35	13	15	A09
						FIN.ACC-I Pr.	30	11	19	A09
					BUSI. ORG. & MGMT.Pr.	30	11	20	A09	
					FUND. OF IT. Pr.	30	11	24	A09	
					INDIAN HER. & CULT.	50	18	20	A09	
<b>SEMESTER-III</b>	FIN.SER.BNKG. & INS.	35	13	16	A10	FIN.SER.BNKG. & INS.	35	13	13	A10
	TAXATION	35	13	16	A10	TAXATION	35	13	14	N10
	ADVANCE. ACC.-I	35	13	19	N10	ADVANCE. ACC.-II	35	13	14	A11
	BUSINESS STATISTICS	35	13	13	A11	BUSINESS STATISTICS	35	13	17	A10
						FIN.SER.BNKG. & INS. Pr.	30	11	19	A10
						TAXATION Pr.	30	11	23	A10
						ADVANCE. ACC.-II Pr.	30	11	20	A10
					BUSINESS STATS Pr.	30	11	21	A10	
					ENV. STUDIES	100	36	48	A10	
<b>SEMESTER-V</b>	BUSINESS LAW	35	13	21	N10	BUSINESS LAW	35	13	19	A11
	ADV. CORP. ACCT.	35	13	13	A11	ADV. CORP. ACCT.	35	13	19	A11
	CORP. ACCOUNTING	35	13	13	N10	CORP. ACCOUNTING	35	13	15	N12
	AUDITING	35	13	17	N10	AUDITING	35	13	13	A11
	COST & MGMT.ACCT.	35	13	20	A13	COST & MGMT.ACCT.	35	13	18	A11
	MGMT. ACCOUNTING	35	13	14	A11	MGMT. ACCOUNTING	35	13	18	A11
						BUSINESS LAW Pr.	30	11	25	A11
						ADV. CORP. ACCT.Pr.	30	11	24	A11
						CORP. ACCOUNTING Pr.	30	11	24	A11
						AUDITING Pr.	30	11	26	A11
						COST & MGMT.ACCT.Pr	30	11	25	A11
					MGMT. ACCT. Pr.	30	11	20	A11	
					SCI. & CIVILISATION	50	18	28	A11	

Total Marks : 744 In Figures : 744 Percentage : 59.14 Part II Division : COMPLETED