

## Cover Letter of Muhammad Yousif Gaho

Dear Sirs,

I would like to apply for a Document Controller/Administration Assistant position at your company and am submitting this package of documents for your consideration. I know that my background in administration would make me a great candidate for your company and I would bring an attention to detail that would be an asset to Accounting Career Network.

I have attached my resume to this letter but would like to offer a brief summary of my skills and qualifications:

- I have worked in an administrative capacity for over 12 years and have worked directly with document distribution and handling for the majority of those years.
- My understanding of computer skills would be considered proficient, and I am able to use multiple email, word processing and database software packages.
- Handling incoming and outgoing mail has always been one of my main functions and I would bring this skill to any company that offered me a position.

I am a dedicated worker and do not balk at any task that is handed me. I have a confidentiality that is appreciated at my past employ and that would be beneficial to Accounting Career Network.

It would be in both our interests to set up a time to meet to further discuss my experience. I can be reached at (+966 598-864-8733) or emailed at [yousifgaho@gmail.com](mailto:yousifgaho@gmail.com)

Yours Sincerely,

Muhammad Yousif Gaho



Enclosure: Resume

# Curriculum Vitae

## Muhammad-Yousif-Gaho



Date of Birth: 18<sup>th</sup> April 1986  
Profession's: Sr. Document Controller/Admin Assistant  
Nationality: Pakistan  
Cell no: +966 59 8648 733  
@MAIL: [yousifgaho@gmail.com](mailto:yousifgaho@gmail.com)  
Religion: Islam  
Education: Graduate & Diploma in Business Management  
Driving License: Valid Saudi Driving Lic

### Objective:

*To resume a suitable position in Administrative, Management, Documentation and other computer related job in a growth-oriented company, this will provide challenging responsibilities and the opportunity to contribute to the growth of the corporation. Over All 12 years' experience in different Organizations.*

### Educational Qualifications:

Bachelor of Arts (1st Division)  
Diploma In Business Management Short Course.

### Additional Achievements:

One year DIT in information technology (Computer) curriculum  
One Year diploma in Short Hand (English)  
Six Month Certificate in Typing (English) with 45 speed P.M  
One year Diploma in Building and Roads Maintenance

### Professional Qualification:

- Highly Motivated Professional focused on assigned work & task.
- Self-motivated, confident and works well under pressure to meet deadlines.
- Able to handle challenging takes and organization abilities.
- Excellent business communication and organization abilities.
- Enthusiastic, creative and happy working independently or in a team environment.
- Highlights of skills.
- customer service:
- Friendly, helpful and cooperative, strong multitasking abilities, committed to customer satisfaction.
- Management abilities:
- True sympathy, computer proficiency, highly organized and detail minded excellent time management skills.

### Professional attitude:

- Positive outlook, willing to learn, good people skills, good team player.

### Professional Skills:

- Excellent English speaker (written and oral).
- Excellent communication and interpersonal skills.
- Good computer skills (MS Office & Excel work).
- Administration skills.
- Able to carry out basic tasks on a computer or hand-held device.

## **PROFESSIONAL EXPERIENCE:**

- ***Started new Job as Sr, Document Controller as document Management System (DMS) with Al Blagha Group Of Companies (ISO 9001-2015 Certified) Reporting to CEO/& Projects Managers Since July 2021 until Continue.***
- Acting as a Personal Assistant to the CEO & Board of Directors.
- Working on Aconex Create or upload documents, collaborate with our team members
- Supervise office supporting staff (cleaning, driver, etc.) and divide responsibilities to ensure quality service.
- Manage phone calls and correspondence (e-mail, letters, packages etc.).
- Create and update records and databases with personnel, financial and other data.
- Preparation of refreshments for visitors and employees.
- Housekeeping of reception area, newspapers, magazines and chairs
- Assist colleagues whenever necessary, or supporting in presentation and other task.
- Coordinating the use of conference rooms and office equipment as well as hotel booking & extra.
- Dealing with correspondence and negotiation with external providers and suppliers.
- Preparing, monitoring and analyzing excel tables for different administrative purposes.
- Manage agendas/travel arrangements/appointments etc. for the upper management.
- Document Controller is specifically responsible for management of project documentation, including receipt, distribution (including workflows), tracking, and monitoring of documents using Electronic Documents Management System (EDMS). Meeting facilitation including minute taking and composing agendas.
- Refilling of paper and toner for photocopiers and printers.
- Performing highly confidential administrative duties, Controlling company and project documentation.
- Following and improving document control procedures.
- Carry out, to the best of your ability, all tasks assigned by the supervisor or manager.
- Producing document progress reports for senior managers.
- Conducting regular reviews and document audits.
- Comply with all processes and procedures (Human Resources, HSEQ, Finance, Information Technology, Procurement, Operations) which include compliance with all applicable rules and regulations of the local labor law.
- Using computers to organize and distribute documents within a company.
- Helping in the planning stages of a specific project.
- Ensure documents are shared at key times to facilitate timely project completion
- Document controller procedures, storage of documentation for organizations, scan and photocopy files, and make sure that organizational documentation is stored safely and securely. They also write reports, archive materials, and ensure seamless document access across departments.
- Management Information System.
- Maintain agenda and assist in planning appointments, meetings, and conferences.
- Handling Couriers –International & Domestic
- Ensures security, integrity, and confidentiality of data whilst information handling.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, extra.
- Perform periodic performance appraisals for direct reports, if any, addressing and resolving any areas of concern, as well as clearly outlining long-term career objectives
- Champion project document control standards, systems, processes and efficient flow of documentation.
- Plan and implement document control standards, systems, processes internally and externally.

- Ensure that document control standards, systems and processes are carried out in accordance with Talent's contractual obligations as required by the Scope of Services and Specifications.
- Coordinate and manage project document control from inception to completion.
- Work with Client, consultant and contractors' teams to understand their protocols and requirements and be their point of contact for all information exchange, sourcing and auditing queries.
- Implementing thorough QA/QC procedure on all information being transmitted externally and liaising with internal and external teams to follow up on responses.
- QA/QC all incoming information and ensure all information complies with project protocols and standards.
- Monitoring of EDMS systems, receipt and download of all formal and informal issues and distributing these internally to the teams and sub-consultants.
- Completing the final process of reviewing drawings, documents and transmittals and attaching the relevant comments and submitting them back onto the project systems.
- Track and chase outstanding RFIs, and other inspections and many more things as well as response.
- ***Worked with Gulf Nibras Consultant Group of Companies (ISO 9001-2008 Certified) Reporting to Project Director Since November 2017 until June 2021.***
- Purpose: To assure that the project personnel are working with the latest / updated set of project documents.
- Addresses the effective Receipt, logging, tracking, distribution, filing and retrieval of documents both electronic and physical.
- To ensure a standard document control / classification for effective final handing over to end user.
- To establish a standard document control procedure. Preparing monthly invoices for clients.
- Responsibilities:
- Technical knowledge of the Document Control System and processes.
- Experience planning, allocating and evaluating workloads to meet project requirements through effective time management skills. Ability to use initiative and provide practical solutions to complex issues and proposing areas for continual improvement.
- Coordinate all activities related to the document control procedure including technical document drawings and commercial correspondence. Preparing Minutes of Meeting (MOM). Maintaining Daily, Weekly and Monthly Reports. Updating all the logs related to the document control. Receive and transmit messages. Responsible for ensuring that all documentation / correspondence is properly & received, handed, stamped & recorded.
- Encourage teamwork to develop and maintain an effective team environment.
- logged and numbered according to the project specifications & Standards:
- To ensure that all documents are logged into latest handy / retrieving spreadsheet software and file the documents to its assigned filing index number and update the status in the system to completely monitor the flow of each document.
- To ensure that the drawings / documents have the appropriate stamp and are filed accordingly. The stamps provide information such as date receipt, issue for review and issue for approval etc. Supervise Recording all received documents and ensure all documents are kept in safety cabinets and distributed. Updating master information of supplier, customer and business units. Support staff on assigned projects as advised by the project Manager. Other duties as assigned by the Project Manager.
- Maintaining filing systems & typing / preparation of documents.
- Making entries of the documents with easy to find from filing system.
- Making better relationship with the staff, working as team player.
- Maintain confidential records and files.
- Type correspondence, reports, and other documents.
- Process incoming documents such as letters and inspection request to the client's and to the

respective engineers addressed.

- **Worked with Projacs International PROJACS/Egis Consultant Group Of Companies (ISO 9001-2008 Certified) Reporting at KAIA-Airport Jeddah Mega Project Since 18<sup>th</sup> January 2016 to March 2018.**
- Register and maintain documents in the Electronic Document Management System selected by the project.
- Provide training to new users and Document Controllers on the project.
- Ensures identification of documents and drawings in compliance with standard templates and formats.
- Perform quality and compliance checks on all documentation before issuing.
- Reporting on the progress and status of documents.
- Providing Document Control support to project team members in retrieving documents.
- Ability to work accurately, efficiently and apply attention to detail
- Ensure external engineering contractors follow the standard, procedures work instructions and specifications.
- Prepare and maintain the project Document Distribution Matrix.
- Timely submission and distribution of documents and drawings.
- Manage project files from project start to close out.
- Work closely with the Document Control Manager to ensure procedures, standards and work instructions are maintained and modified as required.
- Prepare the project setup check list and standard templates as per project requirements.
- Prepare and maintain the internal document repository guideline.
- Archive and disposal of documents during project close out in accordance with the contract and project requirements.
- Provide additional support to project management and discipline team leads as and when required.
- Preparation of Office Documents such as Enquiry, Quotation, Purchase Order etc.
- Self-Correspondence. Downloading Emails, Web Browsing.
- Checking All Submittals MTR-MTS-RFI's RIW's by this oracle online system.
- Preparation & Submission of all Inspection Submittals, RFI's RIW's MIR's Shop Drawings Material Submittals. Etc.
- Proper Follow up for all Submittals with Consultant & Client.
- Document Control Coordinate with QA/QC Team & all Site Staff.
- Keeping always updates Master Submittal Log Update for all related submitted Submittals and MRO-Material Request Forms with perfect data control data.
- Follow for Site Material Request Orders with Technical Department & Procurement Departments to deliver material on time.
- Proper Document Control System, Document Initiator / Required for Action
- Daily Activity Reports (DAR), Weekly Activity Reports (WAR), and Monthly Activity Reports (MAR).
- Organizing as strong paperwork, documents, and computer-based information.
- Maintain confidential records and files etc.
- Duties & Activities Same Responsibilities which I mentioned in below lines performing here with excellent confidence level with (QMS) & Document Control System as per clients Requirement.
- Proper Document Control System, Document Initiator / Required for Action
- Maintain out Going Documents, in coming Documents by Proper Logbook System & Proper
- Numbering.
- Making all kind of Submittal, Concrete Pouring Reports, Inspection Reports, CWIR, MRO, PRO.
- Dewatering Tests, Basements Inspections, Raft Foundation & all related with Buildings works material.
- Document Control Coordinate with QA/QC Team & all Site Staff.

- Daily Basic QC Reports & Site Activities updates.
- Master Submittal Log Update with perfect data.
- Daily Inspection Schedule NCR Register, update celebration logbook Reports etc
- Proper distribution of the documents to the consent person with receiving by controlled documents.
- Preparation of Office Documents such as Enquiry, Quotation, Purchase Order etc.
- Self-Correspondence. Downloading Emails, Web Browsing.
- Daily Activity Reports (DAR), Weekly Activity Reports (WAR), and Monthly Activity Reports (MAR).
- Making RFI's, CWIR's & Site Instruction Reports for further Process, RFI Update complete data in
- Logbook System.
- Scanning all kind of documents with proper way, keeping Record in Computer soft Copies, & hard
- Copies, for the coming Audit etc.
- Direct calls and respond to inquiries.
- Maintain confidential records and files.
- Type correspondence, reports, and other documents.
- Transmittals for all site activates reporting to Construction Manager & Consultant Manger.
- **Worked NESMA ESER ONUR (JSDP-2) Wadi Ghaya-2 as Document Controller 15<sup>th</sup> September 2012 up to 31<sup>st</sup> December 2015 years.**
- Maintaining all correspondence and other transmittals from Client and other Contractors// Vendors in a systematic way to always facilitate an easy reference.
- Submitting Technical Documents for review and Approval.
- Set up and maintain document control system for projects as required utilizing the QA system.
- Distribution of approved Documents and Drawings to site for construction.
- Maintaining full record of Engineering drawings & Shop drawings.
- Database input and updating of system recording.
- Proper log system log books up to dates, relevant protocols.
- Making RFI's for test & Entry Record for the site plan.
- Responsible for managing timesheets of subcontractors for Manpower & Equipment.
- Full responsible for the office confidential filing and correspondence according to ISO 9001 filing system.
- Responsible for communicating and report to Head Office for daily activities.
- sorting and distributing incoming post and organismic g and sending outgoing post;
- Making entries of the documents with easy to find from filing system.
- Making better relationship with the stop, working as team player.
- Marinating Reports for in and out going items, making Reports in the Excel Sheets etc.
- Maintaining filing systems & typing / preparation of documents.
- Preparing monthly inventory report and maintaining the minimum stock level per item.
- **Worked China Communication Construction Company Limited 16<sup>th</sup> May 2010 up to 20<sup>th</sup> August 2012 years.**
- Document Controller responsibilities include typing contracts, archiving files, and ensuring all team members have access to necessary documentation. To be successful in this role, you should have previous experience reviewing technical documents along with the ability to spot errors.
- Copy, scan, and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams.
- File documents in physical and digital records.
- Create templates for future use.
- Retrieve files as requested by employees and clients.
- Manage the flow of documentation within the organization.





## CERTIFICATE OF TRAINING

*This is to certify that*

**Muhammad Yousif Gaho**

*Has Successfully Completed the Internal Auditor Training Course as per ISO 19011:2018  
For ISO QMS 9001:2015.*

Authorizing Signature:

A handwritten signature in blue ink, appearing to read 'Abulkhair Ansari', is written over a circular stamp.

**Abulkhair Ansari**  
Vice President

[WWW.AMHZCONSULTANCY.COM](http://WWW.AMHZCONSULTANCY.COM)



Certificate Number: 525096/QMS/KSA/2021

Course Date: 10<sup>th</sup> & 11<sup>th</sup> October '2021.