

# MOHAMAD SHAMSHER

Phone: +91-8871793800, +91-7302988651

[E-Mail: mdshams16@gmail.com](mailto:mdshams16@gmail.com)

Applying – Document Controller

Focused and goal-oriented professional targeting assignments as **Sr.** **Executive Engineer** with an organization of high repute in **Power Sector.**

# ǁ Profile Summary ǁ

* Result-oriented professional **with over 9 years** of experience in **Administration,** **Documents Management and Enhancement, Maintenance, Erection & Commissioning, Supply Chain Management, Client Servicing, Manpower Management, Site Operations and Documentation.**

# Presently associated with Doosan Power Systems India Pvt Ltd., 2x660MW, Jawa Project, Uttar Pradesh, India as a Sr. Documents Controller & Executive.

* Competent in ensuring smooth operation of Project related Documents.
* Expertise in Documents management, resource planning, controlling (quality/process/schedule/cost), deliverable management, site management, project reports & documentation and customer satisfaction.
* Excellent in **Documentation,** **execution, monitoring, and maintenance skills**; capable of resolving multiple complex issues; believe in taking ownership for the work to achieve peak performance.

# ǁ Core Competencies ǁ

Resource Administration, Documents Management, Erection, Commissioning & Maintenance, Operations Project Implementation & Management Scheduling & Documentation Troubles hooting & Quality Assurance.

# ǁ Work Experience ǁ 9 Years.

* **Doosan Power Systems India Limited, India as an Sr. Document Controller & Executive.**

**“Jawa Project (2x660 MW, Thermal Power Project)” From August-2021 to till date.**

# Key Result Areas

* + Administration, Archiving/Scanning/Printing-Renaming, recording, and filing incoming hard or electronics copies of drawing (Internal and External)
  + **Ensuring all management system documentation is the current version and easily accessible.**
  + Recording, Checking, and Tracking all incoming and Outgoing project documents.
  + Monitoring all official document physically and electronically according to Doosan management system.
  + New Manpower Control (Recruiting New Manpower, providing basic information related to work, Safety Induction & Proving PPEs, contact details & organizing Chart updating).
  + Existing Manpower control (Like- updating Manpower log sheet, Recording Leave, Managing Timesheet, OT Slips.
  + TA (Technical adviser) Management (Requesting TA for commissioning work, Receiving TA daily & Monthly report For Project Management (PM)/Budget).
  + Material Control (Procurement for requested material- issue new PR, Documentation & Follow-up, and Measuring Devices management- Checking Devices weekly & Monthly, Checking Calibrated Certificate of all Measuring Devices).
  + Quality & quantity verification of purchase Materials.
  + Planning & co-ordination with Departmental Manager, Subcontractors & Main Client.
  + Preparing daily, weekly, and monthly work progress report of commissioning Department and Forwarding to Planning Department.
  + Executing the project related work within the budgeted cost and time.

Continue Page: 2

//2//

* **Company Name: M/s HES Engineering Services. (Erection & Maintenances Project)**

**Project-I:** 2x 250MW, DSPM TPS, Korba, ( Position: Site Engineer)

Duration: Jun 2016 to 31 May-2018

**Project-II:** 4x210MW and 1x500MW, HTPS, Korba, ( Position: Sr. Engineer)

Duration: June 2018 to 31 May-2020

* **Company Name: SKC Private Limited.**

**(Erection & Maintenances Project)**

**Project-I:** 2x500MW, ABVTPS, Champa, Chhattisgarh, India ( **Position: Engineer)**

Duration: June 2020 to 31 May-2021.

Client: CSPCGL, Chhattisgarh, India

**Key Result Areas**

* + Supervision and certification of turnkey contract work as per technical specifications.
  + Erection of Pipeline as per Drawing.
  + Erection & Fabrication of Steel Structures Like ESP Passes, Boiler, Tanks, as well as Turbine Auxiliaries.
  + Supervise AOH, COH and OH CW Pump, ACW Pump, HP valve, LP Valve, MOV, Butterfly Valve, Gate Valve etc.
  + Supervision, Security, Approving the final setting out by the turnkey Contract work for Turbine Auxiliaries & Water System Project.
  + Monitoring Contract work and Operational work as per Main Client instruction.
  + Manpower Management.
  + Inspecting field sites to observe and evaluate condition and operability and structures and to collect field survey data and measurements.
  + Co-ordination with procurement department for the material.
  + Quality & quantity verification in respect of all elements of Water system.
  + Co-ordination with Main Client for Bill clearance.
  + E-Tendering
* **Company Name: M/s Faiyaz Contractor,**

Project: 1340 MW, SGTPS, MPPGCL, Birsinghpur, **(Operation & Maintenances Project)**

Position: Engineer

Duration: 15 July 2014 to 20 May-2016

**Key Result Areas**

* + Operation & Maintenance Electrical Equipment’s.
  + Overhauling of LT/HT Motor, Sub Station Equipment’s, Installation of Transformer, Cable Laying Etc.
  + QA/ QC monitoring for site work.
  + Detailed Engineering, Maintenance and Supervision of Mechanical Work Like HP Valve, LP Valve, Pipelines, Cooler, Pressure Gauge, etc.
  + Measurement sheet preparations per the progress of work for invoicing.
  + Testing and commissioning of the above said work.
  + To maintain good report with client, subcontractor, and local bodies.
  + Responsible for safety of the Man Material and Machinery.
  + To maintain safety and quality Standards in execution.
  + To maintain project related documentation.
  + Mobilization of labour for project execution.
* To provide with up-to-date weekly / fortnightly status reports. Continue Page: 3

//3//

# ǁ IT Skills ǁ

* MS Office (Excel, Word, PowerPoint) and Internet Applications.
* Operating Systems (Win7, 8, 8.1, 10).
* Access 365
* Basic Auto CAD.
* Basic Primavera (P6)
* Basic Aconex

# ǁ Education ǁ

|  |  |
| --- | --- |
| **2014** | B.E. in **Electrical & Electronics** from “ASCT, Bhopal at RGPV University, Bhopal, India |
| **2009** | 12th from Dr. P.N. Singh Collage, Chhapra, (Bihar), India |
| **2007** | 10th from P.C. School, Siwan, (Bihar), India |

**ǁ Personal Details ǁ**

**Father Name :** Mohamad Mustafa

**Date of Birth :** 10th Oct. 1992

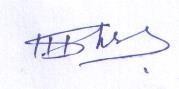
**Languages Known :** English, Hindi, Urdu

**Address :** Village Post- Sarari, P.S- Goriyakothi, Distt. Siwan, Bihar, (India)-841434.

# Driving License No. : CG1220170002667

**Passport No. : M8781131 Expiry on 23.04.2025. ǁ Declaration ǁ**

I hereby declare that all the particulars furnished above are true and correct to the best of my Knowledge.



Date: 01-October-2023 (Mohamad Shamsher)