

Application for the Post of Administration Executive / Senior Document Controller



CURRICULUM VITAE

NAME

MOHAMMAD IMTAYAZ AHMAD

FATHER'S NAME

Dr. Md. Shoaib Ahmad

PRESENT ADDRESS

IMTAYAZ AHMAD
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RIYADH - SAUDI ARABIA

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PERMANENT ADDRESS

C/o Praveen Apartment
Khajoorbanna – Near Pathar Ki Masjid
Patna – **INDIA**

Cell # 0091-8969-620-419

DATE OF BIRTH

16th July, 1973

NATIONALITY

Indian

MARITAL STATUS

Married with 3 Kids

PASSPORT DETAILS

Passport No. - M - 5509798
Date of Issue - 28th May, 2015
Date of Expire - 27th May, 2025
Place of Issue - Jeddah – Saudi Arabia

IQAMA NO.

2234864235 - Transferable

Driving License in Saudi Arabia

3475357 – Expiry Date – 25/04/2024

OBJECTIVE:

I obtain a secure, responsible and challenging position in the organization, with challenging and growth oriented career where I can utilize the skill that I have learned and earned from my past professional and technical experience for the betterment of the organization and myself with a view to contribute towards the goal of the organization to be an effective solution in the areas I am working on.

SELF ASSESSMENT:

- **I evaluate myself enthusiastic, self-motivated, and having leadership qualities. I am desirous in my career growth, which would render me an excellent future.**
- **I am very much committed towards my work and would definitely give 100% to the organization.**
- **I take my responsibilities seriously and would train myself to fit in the organization.**
- **I want to work in an environment which is innovative, challenging, rewarding and which offers professional growth in terms of knowledge.**

SUMMARY:

I have more than 15 years' experience in Construction & Engineering field (Administrative / Warehouse Supply Chain & Senior Document Controller) as well Aviation Industry, to meet the challenge of exchange, management and integration of the Top Management, which are using flexible framework enabling the interchangeability Division, including Administration and Supply Chain Management activities & played a Key role in coordinating with Major Client's and Consultant activities in a uniquely knowledge-based & innovative work environment.

EDUCATION / TECHNICAL QUALIFICATION

- (1) Bachelor Degree of Engineering in Computer Science & Technology (Bsc, Computer Engineering) from R.P.S. College of Engineering & Technical (Magadh University – Indian) in the First Class With "D" in the year of July 1999 to June 2003.
- (2) Diploma Courses of Computer Application from NICS New Delhi – India in the year of February 1993 to March 1994
- (3) Diploma Courses of Desk Top Publishing 86% Grade "A" from SITPS – New Delhi-India in the year of July 31st 1995 to October 30th 1995
- (4) Certificate Course of Practical and Computerized Accounting Package from SITPS – New Delhi – India in the year of July 1995.

Technical Experience

Designation : **IT Software Programmer**
Environment :

DESCRIPTION

- (a) Major requirements of Civil and MEP Department, view technical report, create new members with detail entry and specifies the role of that member, monthly progress report, with the help of this application, user can submit the significant events, disturbances, achievement of Division.
- (b) Worked in Java Server programming and Java Application Server using JSP, Servlet.
- (c) Mentoring the trainees and fresher in team, implementation of various modules using J2EE, JSP, Servlet, Beans, Tomcat, and Oracle.
- (d) Developing the application for MEP Division to run on Intranet.

RESPONSIBILITIES

- (e) Implement HTML to provide GUI Part, JDBC for database Interaction and JSP, Development of the Project modules.
- (f) Understand the business requirement and specifications.
- (g) Conception, analysis and design of module for better project monitoring.
- (h) Done presentation of the system to the users and management for approval.
- (i) Design System:- Screen Format for online applications – Flow of progress for the system – Program mini specification.

Key Responsibility Areas

- ✦ Experience in Java Server Programming and Java Application Server using JSP, Servlet
- ✦ Mentoring the Trainees and fresher in team.
- ✦ Strength includes analytical and problem-solving capability.
- ✦ As a Team member involved in documentation and development of the system.
- ✦ Implementation of various modules using J2EE, JSP, Servlet, Beans, Tomcat, Oracle.

Technical Skills

Domain	Skill Set
Technologies	Core Java, JDK 1.4/1.5, J2EE, Servlet, JSP, JDBC
Components	Enterprise, JavaBeans (EJB), Javabeans
Framework	Struts
Application Server	JBOSS Application Server
Web Server	Tomcat 5.X
Databases	Oracle 9i, MS Access
IDE	Eclipse, My Eclipse
OS	Windows 2000/NT/XP
Web Development	HTML, JavaScript, XML
Tools	Apache Ant

CURRENTLY WORK EXPERIENCE

- Senior Documents Controller**
M/s Service Design Technology Consultancy (SDT)
Tahlia Street, Fahda Centre, Riyadh – Saudi Arabia
From 1st March 2020 - Continues

Working with a reputed Design & Consultancy Company in Riyadh (The Red Sea Development Company – TRSDC Projects in Umluj) – Kingdom of Saudi Arabia as an Administrative Executive / Senior Document Controller Reporting to the Projects Director / Managers for the following Job assignment:-

- Document controller with over 22 years of experience, with the following tasks and responsibilities:
- Ensure all documents are as up to date as possible within electronic filing.
- Review and reply of all correspondence from Client, Sub-Consultant and Sub Contractors, and maintain list of unanswered items of correspondence in ACONEX
- Preparation of daily, weekly and monthly reports with planning engineer in order to submitting to the client (TRSDC) by Aconex.
- Answer the Client, management, Contractor and subcontractors for their queries.
- Ensuring the numbering system of the documents with document controller's team & managing the upload files into the system (JOBSCOPE, IFS, ACONEX, .ECT).
- Managing the material approval procedure "first approved the supplier, then approved material submittal with data sheet attached sample for approval in coordination with client team".

- Managing the distribution of the documents in (ACONEX) to all departments (AR-ST-EL-ME-CL).
- Managing and Maintain the record of Inflow and outflow of all construction based Submittals, transmittals, correspondences and notices.
- Co-ordinate with all departments and execution team at site and provide necessary helps.
- Managing and coordinating with a professional team – provide proper training
- Maintain the as built drawings, shop drawings, tender drawings, approved with comments drawings as well revision drawings and operation manuals for end user

PREVIOUS WORK EXPERIENCE

2. Warehouse / Supply Chain Administration M/s Middle East Propulsion Company – MEPC – RSAF Aviation King Khalid International Airport – Riyadh – Saudi Arabia From February 29th 2016 – to February 25th 2020

Worked with an Aircraft Aviation Company in King Khalid International Airport - Riyadh (for Authorized Maintenance and Overhaul Repairing facility of (AMOF) engines by manufacturer) (Rolls Royce) RSAF – “Royal Saudi Aircraft Project”.

- ❖ Handling warehouse executive function for Aircraft Spare Parts including, receiving of Modules, receiving parts, non-product parts, creating GRN, printing labels, dock to stock, moving parts from BX to stock, handling of scrap parts, updating daily report, handling of Transport Task, picking process, materials preparation, system transactions, production delivery, parts request, creating new location for new parts, location transfer.
- ❖ Follow ups incoming shipment for repairable items (TR), new parts (TN), Rolls Royce (RR), Pratt & Whitney (PW), GE and Modules etc.
- ❖ Doing inventory according to the issued PO's and entry into the (IFS) system, sending Email to the inspector for the arriving of shipment for their inspection after inventory, in order to start installation in the Aircraft.
- ❖ Keeping parts at respective location according to the computer BIN location with their parts number.
- ❖ Taking active part in annual stock counting and inventory control
- ❖ Kitting parts from BIN for the specific Modules and Aircraft System according to the RSAF requirement.
- ❖ To ensure racking, labeling and packing of goods, which have been, send by the supplier on Imports/Exports.
- ❖ Entering in the system after receiving the goods from the overseas supplier and checked / physically Inventory by the warehouse team.

- ❖ Cooperation and coordination with an overseas suppliers and sub-contractors for any information or clarification for Modules, parts and shipping information.
- ❖ Sending arrival notice to the Supply Chain Manager / Warehouse Managers about the incoming goods.
- ❖ Sending daily schedules to transport for inbound and outbound containers.
- ❖ Closely monitor all the Warehouse activities related to the part request from the Production Department and distribution to the Warehouse Team.
- ❖ Reporting directly to the Supply Chain Manager / Warehouse Manager / MRP Supervisor / Operations Director in order to maintaining a system and daily routine progress of work for the location of spare parts and providing measures for proceeding priority requirement.

**1. Administrative / Executive Secretary / Document Controller
M/s Saudi Binladin Group - PBAD – Saudi Arabia
From February 6th, 2006 – February 29th, 2016.**

Worked with a Construction Company in Madinah (Riassa Haram Project and have been completed many projects i.e., Haram Car Park Project, Dar Al Qibla Project, Hizra Camp Project and others) in Madinah – Kingdom of Saudi Arabia as an Administrative Executive Secretary / Document Controller Reporting to the Projects Director / Managers for the following Job assignment:-

- (a) Handled the Executive functions for Management – taking down Minutes and notes, screened telephone calls, scheduled Appointments, planned travel itineraries, handling correspondence (e-mail, fax, post) while carrying-out other administrative functions for the executive management.
- (b) Performing other tasks like record management and providing Measures for it's confidentially. Systematic way of filing and keeping of records. Entries of incoming mails and its proper distribution to the concerned. Inviting quotation and its conversion to order for office equipment, stationery etc. Assigning of Drivers / field staff to get done various jobs on time. Arranging accommodation and other related facilities for the new comers. Preparation and execution of employee's contracts, sub-contract agreement, letters and other tender documents. Arrangement of transportation and its control related to office staff / site people. Coordination and follow up with PRO's to get expedited the visas from the ministry / immigration. Coordination with recruiting agents in different countries to the manpower recruitment. Coordinate with Travel agents for Air Tickets, PTA and other travel documents.

- (c) Handling the petty cash fund, receiving the daily cash Collections of the office. Arranging of Travel Programme of Sr. Executives including Visas, Tickets, Hotel Accommodation, and Car Pick up etc. Visa, Hotel, Accommodation and other related activities for the Executives coming from different countries with regards to Project requirements / negotiations. Preparation and submission of Travel expenses and related to statement to accounts department.
- (d) Reporting directly to the Deputy Managing Director / Operations Director / Top Executives / Sr. Officials of the company – Preparation of correspondence for Top Management and maintaining a system for filling and providing measures for confidentially.
- (e) Monitoring the daily transactions of the office and responsible for the detailing of staff functions etc.

Lead and direct the support staff in the smooth running of day-to-day operations in the office. Support all administration work for the project requirements. Organize and schedule business meetings and appointments, including external visitors. Oversee daily administration process, act as a focal point with clients, provide high level report writing assistance, ensure office support is maintained i. e. faxing, typing letters and answer all telephone and email queries and filing systems. Oversight and reporting of office expenses, proactively resolving any issues or discrepancies. Responsibility for stationary ordering and management for the Service Division. Preparation and production of documents, agenda's, general correspondence, memorandums and professional presentations. Supervision and training of support staff as well as maintenance of facility standards.

**3. Administrative / Commercial Executive
M/s Mittal Associates & Construction Co. – DLF Gurgaon - INDIA
From 20th August 2003 to 15th Jan. 2006**

- ❖ Planning, initiating & running sales promotion Programming.
- ❖ Business development, new sources, Preparing / Monitoring.
- ❖ Import, sales budget, sales performance, organizing Controlling Sales force & service workshop in Co-Operation & Co-ordination with sales and Maintenance Manager
- ❖ Maintenance relation with Principal & Major Clients.
- ❖ Follow-up & updating the Agency Agreement with Foreign Principals.
- ❖ Dealing with including the new Negotiating best Terms / Conditions with Principals, Shippers, Insurance, Banker etc.
- ❖ Handling L/C, shipment, receiving & clearing all in Coming Goods, entering stock etc.
- ❖ Keeping & up-dating the stock, indenting costing Pricing etc.
- ❖ Follow-up entitled due commission and other due Amounts.
- ❖ Maintain relations with principals & clients.
- ❖ Follow-up Agency agreement of the principals.
- ❖ Arranging Bill of Quantity, Bill of Material and Invoicing.
- ❖ Handling all Division Back to Back L/Cs, shipment clearing the Goods and to receive in good condition, etc.

LANGUAGE KNOWN

English, Hindi, Urdu & Arabic (Intermediate)

MY PRESENT TELEPHONE NUMBERS IN MADINAH (SAUDI ARABIA)

Mobile No.:- 00966 – 569047006

E-MAIL ADDRESS

imtayaz64@yahoo.com

A handwritten signature in black ink, appearing to read 'Imtiaz Ahmad', written over a horizontal line.

IMTAYAZ AHMAD