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# Work Experience

# 1. SADARA CHEMICAL COMPANY – (KSA) December 2019 to Till Present.

**Position: Document Controller / Secretory – Reporting to Unit Head.**

**Activities:**

* Creating various logs for document control and updating the same on daily basis, setting up document control system for new projects.
* Keeping hard & soft copy of all document related to project as well as maintain the log register for all records.
* Received, issued, update and keeping of all project related documentation i.e. Drawing, Data Sheet etc.
* Arrange the weekly meeting schedule with instruction of unit head, to discuss the preventive work strategy.
* Preparation of MOM and work plan on requirement of Client and instructed by unit head for any continence planning.
* Handling daily documents with its transmittal no to verify and keep it in master file for further requirement.
* Arrangement of yearly filing system on desk and hard records separately, to insure the record are safe in both ways.
* Take a note of work related issues and initial requirement to discuss it in monthly meeting or escalate it to Unit head or directly to client.

# 2. SENDAN INTERNATIONAL COMPANY – (KSA) February 2017 to November 2019

**Position: Document Controller/Administrator – Reporting to Operation Director**

**Company Profile:** KSA leading company involve in Technical Services (Valve Repair, Valve Testing, Rotating Equipment & Heat Exchanger)

**Activities:**

* Creating various logs for document control and updating the same on daily basis, setting up document control system for new projects.
* Verifying the invoices in coordination with Engineers and sign off from Project Director.
* Preparing Document Transmittals for Transmitting Documents to the Client and Head office.
* Preparing minutes of meeting.
* Prepare & Update the Procedure & Forms as per the requirement.
* Keeping hard & soft copy of all document related to project as well as maintain the log register for all records.
* Received, issued, update and keeping of all project related documentation i.e. Drawing, Data Sheet etc.
* Maintain the calibration record for all Equipment and send to calibration whenever required.
* Prepare checklist for all equipment as per requirement.
* Implementation of document control process to ensure the documentation deliverable and distribution of requirement of the project are meet and properly documented.
* Co-ordinate with client Auditing activities.
* As per schedule arranging transportation for all employees.
* Preparing the time card and processing to HR department for updating the salary.
* Follow up on the leave application, ticket, exit visa & settlement for employees proceeding on vacation.
* Handling the petty cash voucher & follow up for petty cash amount with finance department.
* Follow up with client regarding payment issues as well as project related document.
* Preparing the PR for Project & follow up with procurement about PR status.
* Preparing the Gate Pass request of employee’s for site purpose.
* Working on ISO (International Organization for Standardization) for resolving the action which taken on audit time.
* Working on API (American Petroleum Institute) for receiving certification for department.

# 3. The Maintainers – Redco Almana Group of Co. (Qatar)

# May’ 2014 -To December’ 2016.

**Company Profile**: Qatar's leading facility management organization involved in Facility Management for Commercial Complex. Residential Complex, Hospitals, Mosques, Palaces.

**Position: Document Controller / Administrator -** Reporting To Project Director

## Activities:

* Prepare, operate and update Document Control Procedures in line with the Company’sDocument Management System.
* Maintaining logs sheet for Incoming & Outgoing Correspondence, Incoming & Outgoing LPO, Letter of Award, Performance Bond, AMC Agreement, Subcontractors Agreement, Incoming & Outgoing Invoices, etc.
* Verifying the invoices in coordination with Engineers and sign off from Project Director.
* Preparing Document Transmittals for Transmitting Documents to the Client and Head office.
* Preparing outgoing correspondences/Letter.
* Tracking of invoice, reports from subcontractors & outgoing correspondence & incoming correspondence, Transmittal etc.
* Looking after daily reports like PPM check list, daily report for all discipline, BMS daily reports, etc.
* Preparing monthly service report for client for the payment with invoice & cover letter.
* Maintaining drawings & Operation & maintenance Manual.
* Management of the document control distribution function to ensure that all documents and drawings received are properly controlled and maintained within master records.
* Maintaining Employee master HRMS Data base in QGX-II / QCS Project.

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# 4. Serco Global Service (BPO) (India)

# July’ 2013 – April’ 2014

## Document Controller - Reporting To Sr. Document Controller.

**Activities**:

* Preparing Daily Progress Reports based on input from Document Control Staff.
* Maintain executive appointment schedule by planning and scheduling meetings conferences teleconferences and travel.
* Conserve executive time by reading researching and routing correspondence and email drafting letters and documents collecting and analyzing information.
* Provide historical reference by developing and retrieval systems and recording meeting discussions.
* Update company department and management team's systems including Salesforce Open-air and individual contact management tools.
* Received packages and coordinated with lobby security.
* Managed calendars and appointments.
* Prepared and edited correspondence reports and presentations.
* Contributed to team effort by accomplishing assigned work as requested and on schedule.

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| **Computer Proficiency** |  |  |
| * Excellent computer skill in MS-Office, out Look, Word, Excel, Power Point, Tally ERP 9.0. * BPO Software CAFM (Computer aided facility Management), FSI(Concept Evolution) | | |
| **Educational Qualification** |  |  |

* Bachelor of commerce from Mumbai University in Year 2013
* H.S.C from Maharashtra State Board Of Secondary & Higher secondary Education, India, Passed in Year 2010
* S.S.C High School, from Maharashtra State Board Of Secondary & Higher secondary Education, India, Passed in Year 2008

## Personal Data

Name : Akhjar Aslam Bangi

Father Name : Aslam Yusuf Bangi

Date of Birth : 18th March, 1992

Marital Status : Married

Nationality : Indian

Religion : Muslim

Languages Known : English, Hindi and Marathi

Current Location : India

Passport No : K 7534091, Valid up to November 2022,

**Permanent Address**: At & Post: Kurdhunda, Tal: Sangameshwar, Dist: Ratnagiri 415611

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| **DECLARATION** |  |

I declare that all above mentioned are true and if given a chance to perform, assure you the best of my sincere attention to entire satisfaction.