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| **Mohammed Misbahuddin**Lead Document ControllerMobile: (+966) 54 153 6872Email: misbah.anas@gmail.com |

# SUMMARY

I am currently the Document Control Supervisor working for Saudi Aramco PMT Forecasting & Logistics Division (OMPPD / FLD) as seconded by JACOBS Engineering on GES+ PMC Contract. I am having more than 19 years of working experience in Project Documentations, Support, Controls, Quality, Materials and Inspection departments. I have worked for many reputed EPCs include JACOBS Engineering, YASREF, Worley Parsons, Technip France and Moody (now Intertek) in Oil & Gas, Petrochemical, Energy, and Refinery Projects.

I am having good experience on EDMS supporting Document & Quality Information and Management. Good exposure and knowledge of Project Submittals, Package Deliverables, PAF Approvals, Procedures, Standards, Document Reviews, Quality and Inspections.

# EXPERIENCE

Total Experience in Saudi Arabia & UAE : 19 Years

Total Experience with Saudi Aramco : 16 Years

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| **May 2016 till date** | **Document Control Supervisor (Design & Materials)** **SAUDI ARAMCO (SAPMT) – PMC Contract** (Onshore Maintain Potential Projects Division) Forecasting & Logistics Division Al Khobar, Saudi Arabia |

**SAUDI ARAMCO DESIGN, MATERIALS & FORECASTING DIVISON (OMPPD / FLD)**

1. Coordinating with engineering team / design contractor for responding to engineering related or technical queries of vendors through buyers during bidding stage.
2. Prepare transmittal for SPDP (Spare Parts Data List) and submit for review
3. Receive and Log NMR documents from vendors or buyers and submit it to Design Contractors.
4. Receive and Log Bids from buyers and pass on to Design Contractor.
5. Prepare transmittal and tracking record of End-User-Statement
6. Receive, follow-up and expedite DCPR creation and submittal from Design Contractors for materials to be used in typical gas wells.
7. Record all DCPR / MR Review / Approval Sheets receiving from GES+ Contractors.
8. Maintains Design & Materials register for all Incoming & Outgoing correspondence, documents and issuance to subcontractors.
9. Produce and update weekly / monthly project Design & Material reports.
10. Support Design & Material Division in the day-to-day activities for procuring and expediting of material.
11. Preparing of Document Control Transmittals for all outgoing packages / correspondence.
12. Utilizes effective communication skills to ensure information is distributed in a timely manner.
13. Ensures the safe passage and delivery of certain goods by checking all materials upon arrival.
14. Daily correspondence with freight forwarding, logistic, warehouse and subcontractors to ensure the timely delivery of materials.

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| **September 2015****to May 2016** | **Sr. Document Controller – JACOBS Consulting Engineers** (Saudi Aramco GES+)Al Khobar, Saudi Arabia |

Saudi Aramco GES+ Program MPP - (Maintain Potential Projects)

1. Extract Native and PDF files to compile a package.
2. Verify the hard copies and mark-ups against the DCL.
3. File and maintain the existing Engineering documents together with incoming documents, in an orderly and controlled manner.
4. Receives records and files all incoming documents and procedure distribution copies.
5. Prepares Document Transmittal and issue copies as requested or upon instruction of Project Engineer or Project Manager
6. Preparing DCL for package submission to Saudi Aramco.
7. Ensure the issued copies being used by the recipient personnel is the current revision and to collect any superseded documents and replace it with the latest issues.
8. Ensure accurate maintenance of master duplication and transmittal status logs at all times.
9. Maintaining of Incoming and Outgoing Logs.
10. Preparing of Document Transmittals for outgoing packages.
11. Preparing Document Control Log in EDMS System.
12. File and maintain the existing Engineering documents together with incoming documents, in an orderly and controlled manner.
13. Uploading of Documents in EDMS System (JPI) Jacobs Project Information.
14. Ensure that latest revision of available at all time.
15. Perform other work assignments as directed by Project Manager/Project Engineer.

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| **June 2012 to** **January 2015** | **QA/QC Document Controller – Yanbu Aramco Sinopec Refining Co.** (PID) Yanbu, Saudi Arabia |

Yanbu Export Refinery Project

1. Working for all 18 packages for Yanbu Export Refinery (YERP) packages include; EPC-1, 2, 3, 4, MC-1, 2, 3, 4, 5, 6, 7 and SP-1, 2, 3, 4, 5, 6 & 7.
2. Record, Track and Maintain the DRR (Document Review Results) receiving from QC Engineers (PIDs)
3. Receive, Track and Maintain the LBEs (Log Book Entries) receiving from QC Engineers (PIDs).
4. Receive, Track and Maintain transmittals receiving from various PMT offices.
5. Maintain records for PMT Transmittals, EDR (Equipment Deficiency Report), RFIs, NCRs & Company NCRs, Punch List items, MCCs & PMCCs.
6. Keep records of Approvals, Method Statements, Document Review, Hydro-test Report, Pneumatic, Coating, Welding Procedures, RTFI and NDT documents.
7. Issue and maintain the filing of Monthly Quality Management Reports for all packages,
8. Keep soft / hard copies of Quality Plans, Quality Audit Plans, and Quality Management Reports.
9. Perform quality check of project documents such as numbering, date, file formats, verification / revision identification, package and page numbers etc.
10. Making hyperlinks of all QC documents into share folder.

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| **Feb. 2011 to** **June 2011** | **Sr. Document Controller – Technip France** (PMC) Abu Dhabi, United Arab Emirates |

Khafji Crude Related Offshore Project

1. Uploading and recording of documents in PDB (Project Database) and Expedition both in native format and PDF by using ***Lotus Notes ver. 8 and Primavera Expedition***.
2. Preparing the transmittal note and its distribution through TPNet (intranet).
3. Receive and acknowledge the hard copies of documents / drawings received from the client and checking if they are identical to the signed hard copy.
4. Control all incoming and outgoing drawings and documents. Ensure timely issuance & distribution of all the drawings / documents with correct revisions to all parties as detailed in the distribution matrix contained in project procedures.
5. Receive and upload the PDBc comments sent by the client.
6. Filing the hard copies of drawings and document as per the revisions and sequence.
7. Making entries of all MR/SR into EPC business.

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| **March 2008 to** **Nov. 2010** | **Project Support Specialist – WorleyParsons Arabia Ltd.** (PMC)Al Khobar, Saudi Arabia |

Ras Tanura Refinery Expansion Project

1. Prepares Prior Approval Form (PAFs) for client’s approval on Mobilization, Demobilization, Sub-Contracts, Vehicles, Business Travels, Network, Reproduction, OT, Promotion in Services, and Consultancy Services.
2. Prepares Request for Quotations (RFQs), Request for Information (RFI), Purchase Orders, Change Orders, Technical Queries, and Bid Evaluation Summary.
3. Prepares Commercial Bid Evaluations as directed by Procurement Manager.
4. Maintaining Log Book to track documents like Transmittals, Technical Queries, RFQs, RFIs and responses to PAFs.
5. Prepares and distribute Weekly Status Reports for management.
6. Attend Bid Clarifications, Negotiation and Weekly Progress Meetings.
7. Receives technical & functional guidance from both Procurement & Project Controls Managers.
8. Prepares IK & OOK Time Sheets, and then submit it to client with Weekly Man-hours Summary for approval.

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| **March 2007 to** **June 2007** | **Inspection Coordinator – Moody International Saudi Arabia Ltd.** Al Khobar, Saudi Arabia |

Third Party Inspection Coordinator (Worldwide)

1. Coordinate vendor source inspection and expediting activities with various offices worldwide.
2. Issue the work order to group offices or agency for the inspections outside Saudi Arabia and keeps a log register.
3. Coordinate Inspector movement for respective worksite and engagement of contact inspectors as required.
4. Receive all the inspection reports, review for the completions and dispatch to the project for review.
5. Ensuring inspection documentation is timely, properly prepared, and promptly distributed after completion of inspection activities.
6. Issue the industrial Inspection close out report on completion of the inspection and submit to inspection department head with the feedback reports.

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| **Sept. 2003 to** **Nov. 2006** | **Document Controller – Zuhair Fayez Partnership Consultant** (Aramco GES)Al Khobar, Saudi Arabia |

Khursaniyah & Khurais Industrial Support Facilities Project (KISF)

1. Ensure the timely turn-around of documentation issued internally or received externally.
2. Maintain electronic document control database, log book and filing.
3. Quality check of document correctness like (Project, Drawing, Document, Area and Sheet numbers and basic formatting.
4. Ensure all templates used within the department conform to the company standard.
5. Ensure proper document control support is given to each project delegated by DCC Supervisor.
6. Coordinate documentation flow process, delivery and return of documents in a timely manner.
7. Coordinate and maintain DCC records of all requests for drawings, documents, tags, datasheet, etc.
Prepare and upload Squad Check documents in Share Point folder, and transmit it electronically to relevant disciplines / engineers.

# EDUCATION

1. BCJ (Bachelor of Communication & Journalism), from Osmania University in 1997
2. BA (Bachelor of Arts), from Osmania University in 1995

# TECHNICAL QUALIFICATION

1. Diploma in Computer Application
2. Diploma in Web Server Administration & Internet Security Modules by IBM
3. MS-Office, Lotus Notes 8.5 version, Primavera Expedition (P6), Saudi Aramco’s Quality Management Information System (QMIS)
4. Typewritting English Lower Grade (55 word per min.) by Govt. of India

# CERTIFICATIONS & TRAINING

JOHNS HOPKINS UNIVERSITY COVID-19 Contact Tracing - November, 2020

UNIVERISITY OF NORTH CAROLINA Positive Psychology - November, 2020

ELT DIGITAL Cyber Security Awareness & Innovation – 2021

YALE UNIVERSITY The Science of Well-Being, February, 2021

**HARVARD MANAGE MENTOR**

* Crisis Management - July, 2020
* Stress Management - July, 2020
* Time Management - September, 2020
* Project Management – February, 2021

**SAUDI ARAMCO**

* Business Continuity Management Essentials - January, 2021
* Office Floor Warden - March, 2019
* Office Floor Warden - September, 2019
* Understanding Contractor Safety Administration Requirements - May, 2020
* Phishing Email Test - June, 2019
* Phishing Email Test - October, 2019
* Certificate of Appreciation - November, 2017
* Certificate of Appreciation - May, 2017
* Certificate of Recognition for FLD (OMPPD) Division
* Certificate of Recognition for Forecasting & Logistics Division (2017)
* Certificate of Appreciation – Forecasting & Logistics Division (2019)

**JACOBS**  Code of Conduct - November, 2018

**WORLEY** Code of Conduct - June, 2020

Data Privacy - June, 2020

# PERSONAL DETAILS

Nationality : INDIAN

Date of Birth : November 05, 1972

Marital Status : Married

Language Known : English & Arabic

Contact No. : (+966) 54 153 6872

Driving License : Indian & Saudi Arabian

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