

Curriculum Vitae

NASIR AHMAD ANWAR SHER

PRESENT ADDRESS:-Upgrade West Pier Facilities Project, Ras Tanura (B.I-10-01327-0002, Contract No.6600040128)

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OBJECTIVES AND FUTURE PLANNING

Minimum 5 years' experience working on construction or similar projects in an administrative / document control assistant. To assist in maintaining a complete and up to date repository of all project information, ensuring that documents are distributed to the right people promptly.

Responsibilities:

Assist the Senior Document Controller with the following:

- Scanning and registering of hard and soft copy documents
- Maintenance of document and drawing revisions via the electronic document management system to ensure a complete and up to date repository is maintained
- Distribution of hard and soft copy documents and drawings to internal and external project stakeholders promptly and accurately
- Maintenance of hard copy files
- Maintenance of distribution records and audit document libraries
- Liaison with external consultants, subcontractors and customers regarding document management and approval issues
- Provision of guidance and support to internal and external project team members on the use of the electronic document management system
- Archiving of project information
- Contribute to provision of an industry leading information management service to support

Skills:

- Excellent interpersonal, written and verbal communication skills
- Ability to work in a team or independently in a multi-disciplinary team environment
- Maintain confidentiality at all times

- Ability to handle phone calls, email and fax
- High willingness to work overtime if required
- Uncommon ability to extract and compile data for the preparation of general reports
- Ability to study, detect, and correct errors in documents

Work Experience:

- Maintained all the documents sent or received by the organization securely for future references
- Maintained records and generated new logbooks as ordered by the management
- Scanned and photocopied documents and preserved digital and physical formats

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Education:

High School Diploma

Government High School, Thand Koi – Sawabi (KPK)

Computer Skills:

- MS Windows /XP/VISTA/WINDOWS 7
- MS Office (Excel, Word Power Point , Outlook)
- Internet & E-mail
- Ability to learn new computer applications quickly and independently

Personal History:

Date of Birth : 08th March, 1982
Iqama # (**Transferable**) : 2271676575
Passport # : LF1155282
Material Status : Married
Language(s) : English, Arabic, Urdu & Hindi

Reference:

On Request
