

## POST APPLY FOR QA. DOCUMENT CONTROLLER

Name : NOOR MOHAMED

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### EDUCATION

**Educational Attainment :** Master of Computer Application (M.C.A) **Name of School:** KarpagamUniversity, coimbatore, A.P, India **Year of Post Graduation :** 2014

### EXPERIENCE STATEMENT

Worked as a **DOCUMENT CONTROLLER** with Engineering Team and Project Management Team. Establishing and maintaining an effective Document Management system/ Technical Document Controller for paper and electronic documents in accordance with company requirements and archiving procedures along with Project Expediting activities. Handling daily project activities, updating and generating various administration & engineering projects approval or information forms.

### Work History

**Total Years of work experience:** 6 years

**Total Years of work experience in KSA:** 4 years

**Total Years of work experience in India:** 2 years



**Employer Name: Geosansar Advisors Private Limited**

**From:** Jan 2015 to Nov 2017 **Location:** Mozam Jah Market, Hyderabad, A.P, India.

**Project:** Singapore Township

### Position Held & Duties:DOCUMENT Controller

- Assist in setting up all project administration documents
- Collect, validate and process outside vendor expenses
- Review customer billing requirements within the contract and complete as necessary
- Confirm that all project documents have been collected.
- Preparing all man hours and submit to operation manager
- Maintaining all log sheet incoming and outgoing documents
- Controlling all engineering and quality control documentation
- Checking all drawings and documents as per revision and issue to Sub-Contractors and submit to client.

- Receive and validate sales order information as entered by roofing customer service. Ensure all information is complete and accurate to the best of our knowledge
- Coordinate with all construction supervisors and superintendent for area of concern and next schedule progress report.
- Preparing All Daily Construction Progress Report and submit to Client.
- Preparing Weekly Progress Report and submit to Client
- Preparing all three week look ahead schedule and submit to project manager and client.
- Updating all level Schedule and master Schedule to submit to client
- Enter basic service and dispatch information into system and dispatch resource as needed
- Collect, validate and file project field report
- Special projects as needed



**Employer Name: Rawabi Electronics Systems & Cables co.**

**From: Feb 2018 To: Mar 2020 Location: Doha Qatar**

**Project: Al-Khobar Lake Package A, Package B & Package C.**

**Client: Emaar Middle East (EME)**

**Position Held & Duties: DOCUMENT CONTROLLER**

- Coordinate all activities related to the Project, including technical documents, drawings, and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Typing of site documents, and follow up of all the site needs
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
- Maintain updated records of all approved documents and drawings and their distribution clearly
- Maintains copies of all submitted and approved contractors shop drawing and calculation files.
- Maintain the documents and drawings in the Document Control office under safe custody without Damage or deterioration with easy traceability.
- Maintain the files and control logs as required by the project.
- Following Activities had been completed successfully on daily basis.
- Maintaining Request for Inspection (RFI) reports,
- Material Inspection Reports (MIR), etc.
- Submittals
- Transmittals
- Site Instruction Report
- Safety Violation Report
- Daily & Weekly Manpower Report
- Letter In

- Letter Out
- Monitoring and controlling Inspection documents.
- Preparing Weekly meeting documents and maintaining it.
- Reporting to the Project Manager for work progress on daily and weekly basis.



## **Alice Super market**

**From:** Sep 2020 **to** At Present **Location :** Chennai,India. **Position Held & Duties:** **STORE KEEPER AND STOCKMAINTANANCE**

- Keep a record of Sales and restock the store accordingly.
- Manage and train store staff
- Plan promotional campaigns for new products and specials
- Ensure that the store is kept clean and organized

### **Software Skills:**

- Proficient in Microsoft Office 97/2000/2003/2007/2010 tools like (Excel, MicrosoftWord,and PowerPoint).
- Fully equipped with the knowledge of internet and internet browsing as well as Computer networks.
- Able to command & execute Microsoft Windows 9x/2000/XP/windows 7 & 8.

### **PERSONAL DETAILS:**

Father's name : Kalathar

Date of birth : 20-05-1989

Gender : Male

Marital Status : Married

Languages : English, Tamil,& Basic Arabic.

Nationality : Indian

Passport no : M4441309

### **Declaration:**

The above mentioned information is up-to-date and authentic to the best of my knowledge. The supporting documentation can be produced whenever required.

(NOOR MOHAMED)

