

CURRICULUM VITAE **Immediate Availability**

Name : Waqas Akram
Contact # : 050 2736317

Position Applied: Document Controller / Secretary
Email: waqas.akram99@gmail.com

CAREER OBJECTIVE:

I'm at the threshold of a new era to start a new career to compete with my fellow counterparts to accept the challenge of highly advanced and modern world. I wish to invest and enjoy the opportunity to gain some experience, improving on my practical and technical knowledge as well as gaining important industrial skills.



COMPUTER SKILLS

Proficient in **ACONEX & Office** Processing using Microsoft Word, Excel Power Point, Outlook Explorer. (Diploma in Computer Sciences + ICS)



PROFESSIONAL STRENGTH:

- Complete knowledge and experience in using Microsoft Office: MS Excel, MS, Word, MS Outlook, MS PowerPoint.
- EDMS: M-Files & Aconex.
- Excel Charts and Pivot Tables.
- Acrobat Adobe Professional & Nitro Operations.
- Registering and Submissions of Shop Drawings, As Built Drawings, Material Submittals, Technical Submissions, Operation and Manuals, RFI, WIR, MIR, SOR, NCR, HSE Notes/Reports, Daily /Weekly & Monthly Progress Reports.
- Letter Drafting (with more than 50/wpm) & Correspondence.
- Attending meetings and preparing Minutes of Meetings.
- Standard Accounting Procedures (SAP).
- Recording Keeping & retrieving the Documents from Soft copy and hard copy Records.
- Basic Knowledge of UAE Labor Law.
- Assistance to HR Department for Labor and Staff Attendance, Insurance quires, Attendance, Resignations, New Employee's & Other General Requests.
- Assistance to Accounts Department for Payment Applications, Statement of Accounts, Claims, Payment, Quotations, Variation Orders, PO and LPO Follow ups.
- Capable of Multi-tasking with good people skills.
- Proactive Achievement Oriented Team worker.
- Effective organizational and inter personal skills.
- Hard working and goal oriented with a passion in dealing with people.
- Very optimistic in dealing with life and enthusiastic in learning things
- Capable of working under pressure in a fast-paced environment and setting clear goal for each project.

EDUCATIONAL BACKGROUND:

- **Bachelor of Commerce** Completed in 2007 from the University of Punjab Lahore, Pakistan.
- Intermediate of Computer Science Completed in 2005 from G. C. University Faisalabad, Pakistan.
- Matric Completed in 2003 with Science from Education Board Faisalabad, Pakistan.

WORK EXPERIENCE: **8+ Years in UAE**

February 2017 to Date (Pivot Engineering & Contracting Co. WLL) Abu Dhabi, UAE

• Working with Pivot Engineering & Contracting Co. WLL as a Documents Controller



- Making internal and External Correspondence letters.
- Technical Material Submissions for Approval Tracking and recordkeeping.
- Recording & retrieving the Documents from Soft copy and hard copy Records.
- Arrangement of Daily/Weekly Pending Status Reports.
- Organizing the Meetings and preparation Minutes of Meeting.
- RFI Submissions and Reply follow up with Consultant & Registration.
- Distribution of Latest Approved Documents to Internal Team and Concern Sub-Contractors.
- Managing/preparing Reports as per requirement of the Company/Managers.
- Handling All Documentation of the Project on **Aconex System**.

Project :- Al Mamsha Saadiyat – Saadiyat Island Abu Dhabi.

Project Detail:- 1.25 Billion AED - <http://www.mamshaalsaadiyat.ae/>

Consultant :- RTKL / Arcadis / Dewan Architects & Engineers

Client :- TDIC / Aldar

January 2015 to January 2017 (Square General Contracting Co. LLC) Abu Dhabi, UAE

• Worked with Square General Contracting Co. LLC as a Documents Controller / HR & Admin Officer



SQUARE GENERAL
CONTRACTING CO. L.L.C.

- Making internal and External Correspondence letters.
- Technical Material Submissions for Approval Tracking and recordkeeping.
- Recording & retrieving the Documents from Soft copy and hard copy Records.
- Arrangement of Daily/Weekly and Monthly attendance.
- Organizing the Meetings and preparation Minutes of Meeting.
- Managing/preparing Reports as per requirement of the Company/Managers.
- Handling All Types of HR and Admin issues of Labor and Staff under the Transport, Steel Workshop, Joinery Workshop, Main Store and HSE Dept.
- Working as a Personal Assistant/Site Secretary for Snr. Project Manager

Projects :- 129 Police Officers Villa Near Mazyed Mall-Abu Dhabi

:- Deportation Prison Al Dhaid-Sharjah

Client :- Ministry of Infrastructure and Development UAE.

• Worked with Aluminium & Light Industries Co. Ltd (ALICO) as a Documents Controller

- Making internal and External Correspondence letters.
- Working with Company internal and External Affairs.
- Dealing with Contractors and Direct Client regarding Aluminium Products Sales and Services.
- Arrangement of Daily/Weekly and Monthly Project Progress Reports.
- Arrangement of Daily/Weekly and Monthly attendance.
- Registering and Submissions of Shop Drawings, As Built Drawings, Material Submittals, Technical Submissions, RFI, WIR, MIR, SOR, NCR, HSE Notes/Reports.
- Managing Reports as per requirement of the Company.
- Recording & retrieving the Documents from Soft copy and hard copy Records.
- Handling All Types of Project Documents & Record Keeping of entire jobs of Project Management Team.



Projects: - Dubai Mall Door Modifications & Maintenance
Palm Jumeirah Villas – The Palm Dubai
Sea View Club Hotel – The Palm Dubai
Bab Al Bahr Hotel – Ajman
Dubai Fountain View Towers.
United Arab Bank Al Majaz - Sharjah
Residential and Commerce Building for Juma Al Majid Group – Dubai
D1 Tower – Dubai
Al Fareed Tower - Dubai

August 2007 to May 2010 (Suzuki Motors) Faisalabad, Pakistan

• Worked with Suzuki Lyallpur Motors (Suzuki Motors Brand) as a Sales Officer

- Making Promotional letters
- Worked with Company software's, DMIS, CRM
- Dealers Management Information System (DMIS Sales)
- Purchasing and Selling of automobile units.
- Arrangement of Stock/Inventory.
- Managing Reports as per requirement of the Company.
- Assisting and Planning of Sales Targets.
- Customer Relationship Management (CRM)
- Handling the affairs of customers.
- Item creation and preparing purchase orders
- Online correspondence with Pak Suzuki Motor Company Ltd, Karachi, Pakistan
- And all other miscellaneous admin and HR responsibilities



From January 2006 to July 2007 (Super Asia Group) Faisalabad, Pakistan

• Worked with Super Asia Motors as an Accountant

- Data Entry
- Working on the SAP (Standard Accounting Procedures) software preparing LPO's (Local purchase orders)
- Worked with Oracle software
- Preparing overseas purchase orders
- Making Payment letters
- Handling local and International Couriers
- Assisting the accounts for Managerial Forecast
- Preparing the Minutes of Meeting



I hereby certify that facts contained in this resume are true and complete to the best of my Knowledge.

Waqas Akram
050 273 6317

10-09-2018