

CURRICULUM VITAE

Muhammad Shafiq

Document Controller

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05 YEARS EXPERIENCE

Work as **Document Controller** in **Group of SANJOSE Construction & Contracting Company Abu Dhabi** TDIC Project SPS MAMSHA Al Saadiyat Island Abu Dhabi UAE. 2016 - Present.



CAREER SUMMARY

Proficiency in the use of Aconex

Responsibilities:

- ✓ Aconex background.
- ✓ Preparing letters, preparing daily, weekly and monthly progress report.
- ✓ Maintaining projects files, soft and hard copies.
- ✓ Submission of Documents and Filing all type Documents.
- ✓ Maintains and create files/ records keeping system logs
- ✓ Stationary Requisition.
- ✓ Providing all administrative support to management and other staff.
- ✓ Document controlling and data entry.
- ✓ Maintaining and update daily log sheet and master log.
- ✓ Distribution of all incoming /outgoing /letters, messages, faxes and Emails to the concern.
- ✓ Answering telephone calls promptly and efficiently; provide information to routine inquiries or routine calls to appropriate staff, greeting all guests.
- ✓ Taking minutes of meetings and distribution to all attendees & Uploaded to Aconex.
- ✓ Coordinates with company's all departments
- ✓ Prepare IR's, correspondences, Transmittals.
- ✓ Follow-up responses to all submittals send for review/comments internally and externally.
- ✓ Maintain document control registers for incoming and outgoing project documents.
- ✓ Ensure all hard copies of documents are filed correctly and maintain an electronic copy of the same for easy retrieval by the project team.
- ✓ Handle internal distribution of all the procedures, method statements, ITPs, drawings with Controlled Copy to concerned individuals for execution.
- ✓ Ensure that the latest revision and approval status of documents is kept updated continuously.
- ✓ Coordinate with QA / QC Engineer for preparing and submitting Method Statements, QA/QC procedures to the Contractor for approvals.
- ✓ Configuration of Document Numbering system as per document numbering procedure

Receive

Receive and distribute project documents and drawings based on the Document Distribution Matrix to the right department and right person (action parties) as per agreed procedure after Project Manager's Review. Receive, record, log, scan and distribute all project documents, shop drawings and other submittals.

Ensure the correct stamping all documents or drawings in accordance with the prevailing document control procedures.

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Record & Submission

Maintain records of engineering documents and drawings in hard copies and electronic files and monitor the revisions and approval status thereof.

To maintain the record of all controlled documentation – issue, status and location.

Record of Drawings, Method Statement, Material Submittals, Sample Submittals, WIR, MIR, NCA, NCR, SOR, REP, DWG, PRQ, MOM, RFI, Documents of Civil, Mechanical, Instrumentation, Electrical, Piping, Structural Documents, Drawings,

Scan

Scan and store the approved shop drawings in the database so that the project team can access.

Keep current hard copies and file supersede version.

Distribute

Document distribution by Transmittal System as per Document Distribution Matrix for Hard copy and Electronic Document Transfer.

File / Store

To file all project documents: project wise, date wise, subject wise, sender wise with sequence.

Maintain, record and control the engineering library of relevant procedures, codes & standards, specifications and reference documents, contract documents, within the secure document control area.

Maintains and controls filing system for Engineering, Construction

Documents, Requisitions, Purchase orders, Invoices, etc.

2-years' Experience as Document Controller in Noor Takaful Insurance Dubai UAE. (March 2012 to February 2014).

Tasks and Responsibilities.

Photocopy Scan and Email Fax and Document Serving and Document Filing. Document Record in Excel, maintain client files, manage file room, Coordinate storage and inventory of files and supplies, Receptionist duties as needed, Clerical duties, Performs the necessary filing. Assists in documentation control. Performs all computer operation, assist in preparing and managing documentation internal, Ensure accessibility, traceability and accuracy of documents Control workflows management and documents distribution.

2-year Experience as Admin Assistant. United Bank Limited Dubai. (March 2014 to December 2015).

Tasks and Responsibilities.

- ✓ Answer, Screen and Transfer Inbound Phone Calls
- ✓ Receive and Direct Visitors and Clients
- ✓ General Clerical Duties Including Photocopying, Fax and Mailing
- ✓ Maintain Electronic and Hard Copy Filing System
- ✓ Retrieve Documents from Filing System
- ✓ Handle Requests for Information and Data
- ✓ Resolve Administrative Problems and Inquiries
- ✓ Prepare Agendas for Meetings and Prepare Schedules
- ✓ Record, Compile, Transcribe and Distribute Minutes Of Meetings
- ✓ Open, Sort and Distribute Incoming Correspondence
- ✓ Maintain Office Supply Inventories
- ✓ Coordinate Maintenance of Office Equipment
- ✓ Coordinate and Maintain Records for Staff, Telephones, Petty Cash

1-year Experience as a Storekeeper Ravi Restaurant hotel Lahore Pakistan.

Keeping stock of Raw Materials. Maintain Stock register. Preparing Monthly stock and store Reports. Doing Bill verification. Responsible in receiving & checking of company materials deliveries, duties to check the quantity & quality of items received, as per Purchase Order description and specification required. (April 2010 to May 2011).

I Assist **NETWORK ADMINISTRATOR** in **COMPUTER HARDWARE, INSTALLING SOFTWARE, OFFICE MANAGEMENT** ONE YEARS IN PAPTECH COMPUTER COLLEGE. I assist IT manager two years. My duties were to assist him in Hardware, installing software, networking in different companies in Lahore, Pakistan.

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ACADEMIC QUALIFICATIONS

- Secondary School Certificate Gujranwala PAK (2009)
- F.A Board of Intermediate and Secondary Education Gujranwala PAK (2011)

DIPLOMA

In software application (02months)
For successfully completing the course and has been placed in grade A+

I had six-month Internship from Paptech Computer Education. Pakistan.

Diploma in Plumbing
Askari Overseas & Local Employment Technical Trade Test
And Training Centre in Grade A

Certificate of Completion Aconex Website on (23/04/2017)

COMPUTER SKILLS

- ✓ Microsoft Windows
- ✓ Outlook
- ✓ Internet/Email
- ✓ Microsoft Office
- ✓ Nitro Pro 10
- ✓ Adobe reader professional
- ✓ Adobe Photoshop
- ✓ Typing Speed
- ✓ PC hardware
- ✓ Networking
- ✓ Projector setting
- ✓ Installation All the Software, Windows Solve All Pc Problems among other,

LANGUAGES

Urdu; English; Arabic; Hindi, Punjabi

PERSONAL INFO

Name	Muhammad Shafiq Sharif
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