

CURRICULUM VITAE

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Senior Document Controller
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OBJECTIVE

Skilled, qualified and professional administrator with proven track record of maintaining documents as per the established procedures and guidelines of the organization. Seeking for a challenging position as a Secretary/Document Controller in a fast paced organization.

CAREER HIGHLIGHTS

5 years broad experienced in Secretarial & Document Control in Contracting & PMC in UAE & **1** years in Public Relations in a listed Automobile Company.

SKILLS AND COMPETENCIES

- Experience in document control, document imaging, document archiving, and maintenance of electronic and physical documents.
- Managing time efficiently in order to complete multiple tasks.
- Excellent Command on Aconex Project Management System.
- Excellent command over written and verbal English.
- Prioritizing responsibilities to ensure the most important and time-sensitive tasks get completed first.
- Proficient with proliance, MS Office, and PDF editors.
- Strong interpersonal, analytical, and teamwork skills.

GULF EXPERIENCE

Position Held : **Senior Document Controller**
Al Tayer Stocks Dubai
(Feb-2018 – Present)

Responsibilities : **Includes but not limited –**

- Preparing submittal of all the technical submissions & submit in a standard protocol.
- Coordinate between client consultant & verify of subcontractors from local & international market.
- Provide administrative support to staff in daily routine.
- All the duties assigned by QHSE Manager.
- Maintain the correspondence registers for record tracking.
- Drafting letters & memos on behalf of project manager.
- Preparing weekly progress report as per consultant standard requirements.
- Archive all the drawings/ documents in timely manner with proper reference.
- Reporting the rejected and pending documents & follow-up.
- Maintain EDMS for the documents to easily track down the status & original scan.
- Handling interior outfit material samples.
- Maintaining filing systems.
- Monitor technical documents review and approval in accordance with agreed schedule.
- Set-up projects folders and facilitate project communication process.

- Establish and maintain the master document register in cooperation with the Project team.
- Controlled copies of latest approved documents and drawings are distributed internally and externally (Clients and Suppliers).
- Communicate and liaise with project teams, suppliers/3rd parties to agree standards, systems, efficient flow of documentation, handover and close-out of Project activity to ensure consistency in document control as required.

PROJECT COMPLETION:

- Ferrari & Maserati Showroom, Al Manara-Dubai.

EXPERIENCE (4 YEAR)

Position Held : **QA/QC Document Controller (Aconex)**
Saif Bin Darwish Civil Contracting Abu-Dhabi. (Nov-2013 – Feb-2018)

Responsibilities : **Includes but not limited –**

- Store & maintain company technical & non-technical documents in both electronic and physical forms.
- Maintain the full flow of documents as per ISO standard.
- Scan, image, index, and organize documents project wise.
- Transmit, Receive & Reporting through Aconex channel.
- Follow process and principles of company's document procedures.
- Archive, control, and retrieve records as and when needed.
- Keep records of project details, meeting minutes, technical specifications, drawings, etc.
- Classify, sort, and categorize documents in alpha-numerical order.
- Control issuance of documents and seek proper approval for the same from senior authorities
- Review completeness, accuracy, and authenticity of documents.
- Perform quality check on documents by following document control processes.
- Trained junior employees in maintaining, retaining, and retrieving documents.
- Performed destruction and disaster recovery as demanded by the situation and management
- Performed activities of quality control of documents and validation of test reports.
- Maintained and retrieved data in and from spreadsheets.
- Resolve conflicts between departments regarding control of the quality and assure the proper flow of information through eliminating unnecessary activity, changing present forms, and adding new forms for the activities.
- To ensure that all other discipline activities that required inspection within the activity have been inspected and approved.
- Maintain the full flow of drawing register as per ISO standard.
- Controlled distribution of documents to internal departments and sought proper explanation
- Hands on experience in identifying, sorting of engineering documents and drawings, design Reports, Test Results, Anomaly Report, Aggregate Crush Stone data sheets etc.) as per ISO 9001:2008 Quality Management System, EDMS & ACONEX.
- Expedite the return of documents and approvals or comments within the required time period from internal and external parties to whom they have been issued or distributed.
- Reporting on the performance of the document control system for review and as a basis for improvement of the documents control system.
- Coordinate engineering key performance indicators.
- Expediting documentation, necessary follow-ups with concerned parties involved in the document.

- Providing support to project team by managing incoming / outgoing project information and documentation on daily basis, while ensuring accurate records are maintained.
- Induct new employees to site administration procedures.
- Coordination meetings within various functional groups of the project team.

PROJECT COMPLETION:

- Development of South Shamkha Infrastructure, Lot-4, Abu Dhabi.
- Infrastructure work in Emirati Neighborhood in Zayed City, Package-3, Abu Dhabi.

EXPERIENCE (1 YEAR)

Position Held : **Public Relation Officer**
Pak Suzuki Motor Company
 (Sep 2012-Oct 2013)

Responsibilities: **Includes but not limited –**

- Preparing and implementing sales policies.
- Preparing monthly sales report.
- Handling customer complains.
- Supervise the monthly campaigns.
- Preparing weekly & monthly follow up reports.
- Preparing daily program of work report.
- Co-Ordinate with Pak Suzuki about (warranty, sales, parts) orders.

EDUCATIONAL QUALIFICATIONS

- Master in Business Administration (MBA) in Human Resource (Sep-2012) from COMSATS Institute of Information Technology, Islamabad, Pakistan
- Bachelor of Commerce (Sep-2010) from University Of Punjab, Pakistan
- Diploma in Commerce (Sep-2008) from Punjab Board of Technical Education, Pakistan.

PROFICIENCY OF LANGUAGE

- English, Urdu, Hindi & Punjabi

PERSONAL INFORMATIONS

Date of Birth : 12-Aug-1991
 Nationality : Pakistani
 Gender : Male
 Driving License : Valid UAE
 Visa Status : Employment Visa

REFERENCES –

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I hereby affirm that the information furnished here in this document is correct and true to the best of my knowledge.

Place: Dubai

