

Muhammad Zubair

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12/11/2021

To
The HR MANAGER
Dubai

Subject: Job Application

Dear Sir,

My CV is attached here with for your kind perusal. As my CV draws a sketch of my personality, it also clearly highlights my traits, which I am sure, are the required ingredients for a successful career.

I have accomplished my study in ICS (Intermediate of Computer Science). I have been committed to excellence in the field of **Construction** (as a Document Controller) for the past **9.8 years** in Dubai UAE. My academics have been good, as I had worked a lot to squeeze as much theoretical part as I can. And then it was my handy experience and knowledge I gained and picked up during **various extra-curricular activities**. But it was the exposure in different organization of national and international repute which inculcated in me real corporate temperament or problem solving and leading a team. I am sure, my talent, under your guidance, would yield outstanding results for the organization.

Looking forward for a favorable response.

Yours faithfully,

(Muhammad Zubair)
+971-55-986-3284
zubairhanif13@gmail.com

Enclosure: CV

Objectives

My objective is to use my creative and professional skills to the best of my ability along with my knowledge for the betterment of the organization and to grow along with the organization with devotion, dedication and honesty. I am confident and enthusiastic person with the ability to learn & adapt quickly to new challenges and to adopt a dynamic approach to cope with work pressure either independently or as a part of a team.

Educational Highlights

- **ICS - (Intermediate of Computer Science), Govt. Degree College Satellite Town Rawalpindi, PAKISTAN**
- **Matriculation – AIMS (Aims Academy of Islamic and Modern**

Professional Experiences

- **(Document Controller in Al Ghurair Construction)**

Arabian Aluminium Co. is one of the well known Aluminium Facade Company in UAE. The company was established way back in 1967 and stands by its commitment for the quality products and service. The company is part of AL GHURAIR CONSTRUCTION. Which is one of the diversified and well known groups in the Middle East. The company successfully completed several world famous projects but the exposure, which came with successfully completion with the cladding/Aluminium/Glass, works of the world's tallest tower i.e. **THE BURJ KHALIFA TOWER.**

- **(Document Controller in National Aluminium)**

National Aluminium. also is one of the well-known Aluminium Facade Company in UAE. The company was established way back in **1983** and stands by its commitment for the quality Products and service. The company is part of GINCO GROUPS. Which is One of the diversified and well known groups in the Middle East also. The company successfully completed Media City's famous project but the exposure, which came with successfully completion with the Aluminium Curtain Wall, Steel Structural, ACP Cladding, Door and windows. **Media City Hotel.**

• **(Document Controller in National Aluminium)**

Designation : Document Controller cum Site Administration

Duration : 4th JUL 2018 to till date

• **(Document Controller in Al Ghurair Construction)**

Designation : Document Controller cum Administration

Duration : 2nd JUL 2012 to 2nd JUN 2018

Responsibilities:

- Managing all engineering documents for the company.
- Provide a documentation support service to the project team.
- Provide and auditable trail of incoming and outgoing documentation for projects assigned to the project group using the company procedures and systems, both manually and or electronically.
- Application of document control processes and maintaining the flow of documents and important information within the project team;
- Provision advice and information to ensure team members are compliant with the document management system, process and procedures with respect to the control, storage and retrieval of information.
- Maintain Issues and distribute controlled copies of information, keeping up to date records of all information and ensuring that it is available to the project team.
- Logging of incoming and outgoing documents and producing and issuing document transmittals to provide and auditable trail for all documentation produce by the project group and third parties using the company procedures and system.
- Ensuring correct referencing of documents; maintain an established data distribution system.
- Establishing and maintaining files and computerized index for active engineering documents, generate electronic/hardcopy reports as needed by the project or management team.
- Uploading and downloading, coping and printing of incoming and outgoing project documents and drawings.
- Liaison with the project team and the station Document Center with respect to queries regarding issue of information and document storage.
- Distributing documents and efficiently transporting documents among different departments.

- Greeting visitors at Site office
- Managing diaries, scheduling meetings and booking rooms
- Arranging post and deliveries
- Updating computer records using a database
- Printing and photocopying
- Ordering office supplies
- Maintaining office systems
- Liaising with suppliers and contractors
- Liaising with staff in other departments, e.g. finance, HR
- Working in an office.

Professional & Interpersonal Skills

- Good Experience in Aconex
- MS office (MS word, MS excel)
- Excellent Communication and Negotiation Skills
- Assertive Confident person
- Self motivated person who enjoys challenges
- Ability to manage and prioritize multiple assignments and deadlines.
- Interpersonal skills for teamwork and client customer relationship.
- Reliable and trustworthy with an uncompromising commitment.

Personal Information

Date of Birth	:	18-11-1992
Nationality	:	Pakistani
Languages Known	:	English,
Urdu Gender	:	Male
Marital Status	:	Married

Passport Details

Passport #	:	BW50979692
Passport Expiry	:	18 APR 2026
Visa Expiry Date	:	14 AUG 2020
Visa Status	:	Employment

Hobby

- Playing Games
- Listening Music