

# DOCUMENT CONTROLLER



## TOUSEEF AHMAD

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Dammam, Saudi Arabia

### CAREER OBJECTIVE:

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Looking forward to work in a professionally competent environment where my organizational and communication skills can be fully utilized. Seeking a challenging position with an objective to contribute for the organization and to groom my own skills through an efficient and effective way.

### SUMMARY

- Total Five year experience As a **Document Controller**.
- Responsible for sending, receiving, safekeeping and maintenance of project document archives, document imaging and document reproduction and distribution.
- Coordinate all activities related to the Document Control procedure, including technical documents, test packages, isometrics & PI&D drawings, and correspondence.
- Proven ability to organize and maintain office administration work.
- Three year experience As an Executive Secretary.
- Highly organized, energetic and dedicated executive secretary strongly motivated to be of service putting much positive stance into every piece of work.
- MBA with Majors subjects Industrial Management, Marketing, TQM and Supply Chain Management.
- Well Versed with MS Office (Excel, Word, Power Point)
- Excellent Communication Skill (English& Urdu).

# DOCUMENT CONTROLLER

- Manage & Train the work force to get the maximum output.

## WORK EXPERIENCE

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1. Name of Organization:

**TÉCNICAS REUNIDAS**



PROJECT:

FADHILI GAS PLANT PROGRAM, SAUDI ARABIA

POSITION:

DOCUMENT CONTROLLER

CLIENT:

SAUDI ARAMCO



DURATION:

**18-Nov-2017 to 31-Mar-2019**

- Responsible for maintaining drawing information and reports in a database.
- Preparation of test packages documents.
- Updating all P&ID and isometric Drawings.
- Keeping the record of all test packages.
- Handled the tasks of responding to internal and external drawing and document as required.
- Maintaining and filing of documents for easy retrieval and traceability.
- Assisted in the turnover of documents and drawing at the completion of jobs.
- Worked with Directory structures for storing and filing electronic drawing files.
- Handled the tasks of scanning and to create electronic copies.
- Assigned the tasks of preparing records, distributing documents and keeping files by using paper-based and electronic systems.
- Facilitated and monitored circulation of documents for authorized signatures.
- Assisted in preparing data book if required.
- Performed routine administrative tasks as required.
- Registration distribution, obtain comments/approval and return to Vendor, all Vendor documentation as detailed in this procedure.
- Ensuring the accuracy of Vendor Documents against the Vendor's Transmittal and the subsequent follow up actions to correct deficiencies if any.
- Verifying that the documents are submitted in accordance with the approved Project numbering procedure.
- Maintaining up to date distribution Matrix for distribution of documents: - Internal, COMPANY, Construction Site, etc.
- Internal and external expediting through e-mail reminder messages.
- Expediting the Vendor through e-mail reminder messages for document submission.

## **DOCUMENT CONTROLLER**

- Project and Engineering documents are Job specifications, Data Sheets, Drawings, Material Requisitions and Standard drawings, Calculation Notes, Project Procedures, and Equipment List etc.
- Receiving documents from Disciplines after the Project Management approval.
- Checking that the electronic files received are identical to the signed paper copy.
- Preparing the transmittal note.
- Distributing documents

2. Name of Organization: **AL GAITH OILFIELD SUPPLIES & SERVICES CO KSA**

POSITION: DOCUMENT CONTROLLER



DURATION: **15-Aug-2016 to 01-Nov-2017**

- Controlling the numbering, filing, sorting and retrieval of electronically stored or hard copy documentation produced by technical teams, projects or departments in a timely, accurate and efficient manner.
- Maintaining up to date distribution Matrix for distribution of documents: - Internal, COMPANY, Construction Site, etc.
- Internal and external expediting through e-mail reminder messages.
- Expediting the Vendor through e-mail reminder messages for document submission.

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3. Name of Organization: **Zahid Jee Textile Mills (Pvt) Ltd**

POSITION: EXECUTIVE SECRETARY

DURATION: **15-July-2013 to 15-April-2016**

### **Responsibilities:**

- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Coordinates and facilitates the administrator's or executive's calendar to arrange appointments, meetings, and conferences.

## **DOCUMENT CONTROLLER**

- Handling all official corresponding, mails, notices and reports etc.
- Establishes and maintains various filing and records management systems.
- Participates in and /or coordinates committees or task forces.
- Coordinated Operational Excellence Communication Team. Designed and implemented new communication.
- Effectively managed direct reports; prioritized tasks, processed weekly payroll sign-off and completed annual evaluations.

4. **Name of Organization:** **Zahid Jee Textile Mills (Pvt) Ltd**

**POSITION:** **MARKETING OFFICER**

**DURATION:** **May-2011 to Aug-2013**

### **DESCRIPTION:**

Worked in **Zahid Jee Textile Mills as Marketing Officer**. Job Description is Meeting with Customers and motivates to customers and Check & Balance Annual Target of the Company and performs different duties like employees motivation, Skills improvement of employees, Communication development and explains goals to the employees.

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### **3. Internship:**

Completed my internship with Rafhan Maize Products Co. Faisalabad, Pakistan in Administration Department.

### **Educational Qualifications**

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#### **Post-Graduation**

2010 – 2014 **MBA/MS:** Masters of Business Administration (Majors are HRM, Marketing, TQM, Supply Chain Management)Government, College University Faisalabad, Punjab, *Pakistan*

#### **Graduation**

2008 - 2010 **B. Sc:** Bachelor of Science (Mathematics, Physics)

BZU Multan, Punjab, Pakistan

# **DOCUMENT CONTROLLER**

## **Diplomas & Certificate**

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<i>1 year</i>	<i>B.ed (Bachelors of Education)</i>  <i>A-I-O-U Islamabad, Pakistan</i>
<i>3 month</i>	<i>English Language Course</i>  <i>Agriculture University Faisalabad, Pakistan</i>
<i>6 month</i>	<i>Computer Course</i>  <i>Window XP, MS Offices Package, Excel, Word, Power Point</i>

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## **Personal Details**

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Father Name	:	Ghulam Muhammad
Date of birth	:	December 04, 1989
Sex	:	Male
Nationality	:	Pakistani
Marital Status	:	UN-Married
Visa Status	:	Employment Visa (Saudi Arabia)
Passport No	:	SL1161731
IQAMA No	:	2437916378 (Transferable)
Languages	:	English, Arabic, Urdu & Punjabi

## **References**

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**References can be furnished upon request.**