



SALIM JAVED

DOCUMENT CONTROLLER

✉ salimjavedsms@gmail.com

☎ +971 50 2928201

📍 Dubai, Muhaisnah. - UAE

Professional Attributes

I am looking for a challenging position where I could be a productive and contributive member of the team or organization to utilize my **8+ years' work experience** in the field of Document Control, Project Coordination, and Project Support Services.

I will be most suited for the position of **Document Controller** to manage and coordinate the document control functions and project support services of Document Control Centre in Project Control Department.

Computer Skills

- Microsoft Office 2007, 2010 & 2013 – (Word, Excel, Power Point)
- Adobe Photoshop, Paint etc.
- Windows 98, 2000 and XP Professional, Vista & Windows 7, etc.
- Internet (Browsing, Searching, Mailing, etc.)
- Enterprise Resource Planning (ERP)

Experience

Work Experience: Document Controller (June-2015 to till Date in UAE) "M/s Asia Prime General Contracting LLC"

Document Controller (Jan-2012 to Mar-2014 in UAE) "M/s Amana Steel Building & Contracting Company LLC"

Time Keeper & Store Keeper (Dec-2008 to Jan-2012 in UAE) "M/s Amana Steel Building & Contracting Company LLC"

Responsible for establishing and maintaining an effective document control system. Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties.

M/s. Asia Prime General Contracting Co. LLC UAE

S. #	Project Code	Project Description
1	SHJ-14000016	Construction of (10) Warehouses on Plot No. 216-225 @ Emirates Industrial City Area-4 – Sharjah
2	SHJ-15000024	Proposed Warehouse + Mezzanine – Plot No. 2958 in Industrial Area-18 – Sharjah
3	SHJ-15000022	Ware House + Open Storage Yards on Plot 6218-6234 @ Emirates Industrial City – Sharjah
4	SHJ-15000027	Hypermarket on Plot 1 to 6, Sector 13 – Umm Al Quwain
5	SHJ-16000029	Construction of UAQ Warehouse City Plot No. 2, Block 1 Sector 13 Umm Al Thoub Area 7 – Umm Al Quwain
6	SHJ-17000031	Proposed Warehouse Plot No. 20, Umm Al Thoub Area 7 – UAQ
7	SHJ-17000033	Proposed Warehouse Buildings on Plot No. 1 of Block-5 Sector-3 at Umm Al Thoub – Umm Al Quwain
8	SHJ-17000032	Residential & Commercial Block & Labor Accommodation on Merged Plots No. 2, 3 & 8 of Block-1 Sector-2 at Umm Al Thoub-7 – UAQ





M/s. Amana steel Building & Contracting Company L.L.C UAE

S. #	Project Code	Project Description
1	Job#12 & 17 (SBU)	Proposed Warehouse + Offices (G+3)for Al Khaleej News Paper @ Al Khan – Sharjah
2	Job#13 (SBU)	Emirates Islamic Bank Jabal Ali Branch @ JAFZA – Dubai
3	Job#20 (SBU)	Honda Showroom and CJD & TE Bodyshop for Al Futtaim Motors @ Sharjah Industrial Area – Sharjah
4	Job#19 (SBU)	Proposed Labor Accommodation (G+1) for (Caterpillar) Mohamed Abdul Rahman Al Bahar @ Sharjah Industrial Area-3 – Sharjah
5	Job#132	Caterpillar Workshop Extension for Mohamed Abdul Rahman Al Bahar @ Sharjah Industrial Area-3 – Sharjah
6	Job#22 (SBU)	Proposed Labor Accommodation (G+1) for Amana Steel Building & Contracting co. L.L.C @ Saja'a Industrial Area – Sharjah

Academic Qualification:

Educational Qualification:

- **Degree Name** : Matriculation
- **Grade** : B
- **Board** : Board of Intermediate & Secondary Educ. Bannu
- **Session** : 2003-2004

- **Degree Name** : F.Sc (Part 1 & 2)
- **Grade** : B
- **Board** : Board of Intermediate & Secondary Educ. Bannu
- **Session** : 2005-2006

- **Degree Name** : B.sc (Part 1) =Complete, (Part 2) =Incomplete
- **Grade** :
- **University** : University of Science and Technology Bannu N.W.F.P. Pakistan
- **Session** : 2007-2008

Additional Qualification:

- **Certificate** : Microsoft Office
- **Institute** : Global Institute of Computer Science Bannu
- **Tenure** : 3 Months
- **Description** : Fundamental of IT, MS-WINDOWS, MS OFFICE, INPAGE & INTERNET

- **Certificate** : Information Technology
- **Institute** : Bannu Institute of Education, Science & Technology Bannu
- **Board** : Trade Testing Board Peshawar KPK Pakistan
- **Tenure** : 1 Year
- **Description** : Indn. to database, MS-Access, E-Commerce & Web Tech, Graphic Design, & project

 **Driving License Details:**
United Arab Emirates:

- Driving License Number : 2000032
- Emirates : DUBAI
- Issue Date : 04-02-2014
- Expiry Date : 04-02-2024
- Vehicle Permitted : Light Vehicle

Vocational Course : Galadari Motor Driving Center,
Al Qusais, Dubai, U.A.E
Course: **Light Vehicle Driving**

**Job
Responsibilities**
Document Controller Head Office Support: –**Document Control: –**

- ✓ Preparing reports as required by the Project Manager.
 - ✓ Responsibilities include handling multiple project correspondences, records and filing, telephone calls and other related duties. Using office equipments like printer, scanner, fax machine, binding machine and laminating machine. Using MS word and Excel as and when required to streamline the office functions.
 - ✓ Understanding & implementing clerical methods and document procedures at Head Office and subsequent operations at different construction site offices.
 - ✓ Communicating with the QAQC department head regarding further management of documents.
 - ✓ Providing my part of responsibility in generating managerial reports.
 - ✓ Exposure in Engineering design office, experience in leading a small group of Document Controllers, managing Site Document Control team, in addition to the execution of my own document control duties.
 - ✓ Responsible for the effective and efficient document control of all engineering documents, in accordance with the established procedures.
 - ✓ Responsible for maintenance and continual improvement of Document Control Management System as per ISO Standard. Monitor the document control requirements on an ongoing basis so as to make recommendations for any improvements in the system if necessary.
 - ✓ Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
 - ✓ Maintain registers of all receipts and issues or submissions of documents and correspondence.
 - ✓ Ensure the effective running of the day-to-day operations of the document center.
 - ✓ Ability to plan, organize, lead and coordinate the Document Control function within our multidisciplinary Engineering group, in order to meet the needs of the projects, proposals and Company's quality requirements and timely deadlines (milestones).
 - ✓ Register, log, distribute, track, issue, maintain and control office and site project documents and drawings.
 - ✓ Coordinate the activities of Document Control, including distribution of documents, tracking and reporting on document review progress.
 - ✓ Perform document control & Quality management activities.
 - ✓ Maintain procedures for maintaining documents and manage change control of documents.
 - ✓ Reporting on the performance of the document control system for review and as a basis for improvement of the documents control system.
-

- ✓ Ensure that Project Team and contractors comply with the document management system process and procedures.
- ✓ Maintain document logs for correspondence, material approval submittals, shop drawing, RFI (incoming & outgoing).
- ✓ Receiving and distributing all documents. Preparation transmittal sheets for Inspection Requests, Material & Shop drawing submittals and Filing etc.

Receive

- ✓ Receive, record, log, scan and distribute all project documents, shop drawings and other submittals.
- ✓ 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.

Record

- ✓ Maintain records of engineering documents and drawings in hard copies and electronic files and monitor the revisions and approval status thereof.
- ✓ Record of Drawings , Method Statement , Material Submittals , Shop Drawing Submittals, Document Submittals, Sub-Controcator Submittals, Sample Submittals , RFIs , NCRs , Contracts, Payment Certificates, Documents of Civil ,Mechanical, Electrical, Piping, Structural Documents, Drawings, Specifications, Calculation Sheets and Data Sheets, Progress Reports, Survey Reports, Soil Investigation Reports etc.

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.

Issue

- ✓ Ensure that all documents are issued with the transmittal system.
- ✓ To maintain accurate record of the receipt and issue of transmittals.

Archives & Retrieve

- ✓ Manage archive activities for controlled documents and validation of files.

Document Audit

- ✓ Standard Document Control function, i.e. Track the creation, update, approval and versions of documents of all types, ensure compliance with Quality Management Systems, become the focal point with regard to document tracking and distribution.
- ✓ Tracking of documents and drawings in accordance with the approved procedures.

Project Support

- ✓ Review and proofread documents for consistency of document format and system concerns.
 - ✓ Prepare reproduction of documents if needed.
-

-
- ✓ Prepare reports & Memorandum.
 - ✓ Provides assistance to the Contract Advisor and Procurement Specialist for the distribution of contracts, procurement bid packages, and subsequent clarifications and analyses, both within the design team and with contractors.
 - ✓ To organize copies of hard & softcopy documents, incoming and outgoing.
-

Language Ability English, Urdu, Pashto : Fluent (Speaking, Reading & Writing)
Hindi : Fluent (Speaking)
Arabic : Average (Speaking, Reading & Writing)

Interests & Hobbies People, music, design things, magazines, social networking, photography, travelling, web browsing and search engines, Blogs, spending memorable moments with family, Meaningful Friendship, Visiting Places.

Personal Information Father's Name : Rasool Khan
Date of Birth : 08 March 1988
Marital Status : Married
Religion : Islam
Nationality : Pakistani
Visa Status : Employment

Permanent Home Address in Pakistan:-

Pakistan, Khyber Pakhtunkhwa, Bannu
Mob: +92 332 6843568

Present Address for Communication in UAE:-

Dubai, Muhaisnah.
Mob: +971 50 2928201, +971 55 2882166
Email: salimjavedsms@gmail.com
