

Shoukat Khan Firdose

Document Controller (Jan2003 to Sep 2022) Total Years of Experience in UAE 18

Abu Dhabi United Arab Emirates

Email: sknbhh@gmail.com

Whatsapp: +00971551780357 / Call: 0557034818

OBJECTIVES

To be in an organization where I can nurture my skills, talents and work in competitive environment, to meet challenges, to make my service indispensable to those I work for and I would like to rise along with the organization

PERSONNEL DATA

Name	: Shoukat Khan
Father's Name	: Firdose Khan
Nationality	: Pakistani
Passport No	: NH6109767
Issue Date	: 23-Nov-2016
Expiry Date	: 21-Nov-2026
Date of Birth	: 14 Th December 1981
License	: A Valid UAE Light Vehicle License
Religion	: Muslim
Material Status	: Married
Current Employer	: Al Rayum Group of Companies
Visa Status	: Cancelled/Immediate Available.
Present location	: P.O. Box 19603 Al Ain United Arab Emirates
Home Country Address	: Punjab– Pakistan

EDUCATION/QUALIFIATION

Graduate from University of the Punjab lahore-Pakistan

Computer Skill

M/S office, Window, Excel 2007, MS Word,c++, Internet & Oracle Base Soft ware

SUMMARY OF WORK EXPERIENCE (18 Years' Experience)

Having 18years of experience in multiple roles in Construction Engineering Industry

OTHER COURSE

Basic First Aid

Basic Fire Fighting

ADDITIONAL SKILL: Time Keeper & Store Keeping Experienced

LANGUAGE CAPABILITIES

- ♣ English (Fluent)
- ♣ Arabic (Fluent)
- ♣ Urdu (Fluent)
- ♣ Hindi (Fluent)

DUTIES & RESPONSIBILITIES

- ❖ Receiving and date stamping of all incoming and hand delivered or messenger delivered
- ❖ Organizes work by reading and routing correspondence,collecting information,initiating telecommunications
- ❖ Maintains site schedule by maintaining calendars for site personnel; scheduling meeting,
- ❖ Controlling company and project documentation.
- ❖ Following andvimproving document control procedures.
- ❖ Ensuring all documentation meets formal requirements and required standards.
- ❖ Sorting,storing and retrieving electronic and hardcopy documents on behalf of clients and industry professionals.
- ❖ Producing document progress reports for senior managers.
- ❖ Conducting regular reviews and document audits
- ❖ Using computer stoorganise and distribute documents within a company
- ❖ Ensure documents are shared at key times to facilitate timely project completion.
- ❖ inspections and internal staff meeting. Prepares and submits daily attendance report to the main contractor and to the main office.
- ❖ Secures information by completing database backups.
- ❖ Update and keeps track of the approved, rejected and resubmitted materials and shop
- ❖ drawings transmittal. Provides historical reference by utilizing filing and retrieval systems.
- ❖ Identifying and issuing a log to all incoming and outgoing correspondence before entering it in the appropriate log of the document tracking system.
- ❖ Coding all incoming and outgoing correspondence using filing system to ensure documents are properly placed in the Master File.
- ❖ Filing of project documents and drawings in conjunction with project and corporate naming and numbering procedure.
- ❖ Submitting the following documents punctually and with quality/ presentable:
- ❖ Material Submittal
- ❖ Drawings (Shop Drawing & As Built Drawing)
- ❖ Reports (Daily, Weekly and Monthly Reports)

- ❖ Scanning of all-important documentation and liaising with external reprographics company.
- ❖ Updating the Master Log
- ❖ Custodianship of all original documents in a Master File until can be boxed and transferred for long term storage.
- ❖ Maintain all the paper work and major documents of the organization and make sure that they are kept at their specified place.
- ❖ Prepares and submits labor card and overtime for the site staff correspondence, materials, plans, drawings and submittals.
- ❖ Comply with company policies & procedures regarding discipline, health, safety & environment, reporting any issues of non-compliance to a supervisor to ensure that the service achieves its daily objectives & maintains high standards in all areas
- ❖ Routinely updates and maintains daily performance records
- ❖ Sensitivity to confidential matters is required.
- ❖ Performed all other duties as assigned by Management.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge

**Very Truly Yours,
Shoukat Khan 055-1780357**