



YASIR ALI

Document Controller/Admin Assistant

MSc IT (Master in Information Technology)

+973-33081208

iyasirali25@gmail.com

Bahrain

Have more than 4 years successful experience as Document Controller & Admin Assistant, in Civil, Construction, MEP (Industrial Area Bus Depot, Combine Cycle Power Plant). Have good knowledge of in Computer Software/Hardware for office work and effective interpersonal communication skills. Has strong background in Document Control, preparation of engineering, construction & vendor data deliverables, such as Drawings, Specification, Calculations, Reports & Final Documentations etc.

Key Responsibility:

- Responsible for 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.
- Received and release project official documents.
- Ensure correspondence/letters, documents transmittals, material submittals, drawings, work orders, and other related paper works.
- Ensure to encode a summary of documents register report.
- Prepare a summary of the minutes of the meeting.
- Co-ordinate with the OM, SMP and technical team
- Proven work experience as a Document Controller or similar role
- Familiarity with Project Management
- Data Organization Skills & Safe Storage Knowledge
- Arranging meeting, and preparations of draft letters, emails, minutes of meeting and another task etc.
- Attention to detail

Computer Skills:

Familiar with a range of proprietary software including MS-Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, Aconex, SharePoint, FTP Data Server, Internet Emails & IT Skills. Proficient typing & Editing Skills.

Work Experience: (DOHA, QATAR)

- REDCO INTERNATIONAL
(08/07/2021 TO 30/04/2023)
POSITION : DOCUMENT CONTROLLER
CLIENT : ASHGHAL
CONSULTANT : AECOM
PROJECT : IND. AREA BUS DEPOT

Job Responsibility:

- Received, Issue, Log, update and keeping all the project related documentation i.e. Drawing, Specification, Data Sheet, Design Calculation & Procedure etc.
- Provide ability to control the documentation flow, filing/archiving, and document hand over activities for the Project Sites, both for the Head Office and Project Site throughout all phases (Engineering, Procurement, Construction & Commissioning, etc.) of the project.
- Provide a review of all the final documentation being generated, in both hard copy and electronic version, by project subcontractor in order to ensure that all contractual requirement to meet.
- Technical Document Register (TDR) to ensure that status of the Technical Documents until getting the approval and control, filing/archiving Correspondences, Drawing, Technical Documents, Material Submittals, Invoice and Performa Invoice, Technical & Commercial Proposals, Pre-qualifications and other company official not technical documents.
- Day to Day liaison with Engineering and Project Documents Controllers to ensure efficient and effective control of all project documentation from any source either generated internally or externally.
- Using of PM Web, FTP Electronic Server and Microsoft Outlook application for sharing documents related to the project.

Highlights:

- Leadership Skills and Supervisory Experience
- Construction Management environment.
- Project Controls.
- Documentation & Reporting.
- Team Building & Leadership

Academic Qualification:

Master of Science (MSc IT)
Passed 2019
University of Education Lahore.

Bachelor of Science (Computer Science)
Passed 2017
Bahauddin Zakariya University
Multan.

Computer Certificates:

CIT (Certificate of Information Technology)

OMC (Office Management Course)
Website Development (HTML5, CSS3, Bootstrap, Php, JavaScript, MySQL)

Passport Details:

Passport No : QK1825181

Date of Issue : 13-08-2020

Place of Issue : Khanewal

Date of Expiry : 12-08-2025

Personal Details:

Date of Birth : 25-05-1998

Father's Name : Manawar Ali

Marital Status : Unmarried

Nationality : Pakistan

CPR NO : 980543215

Language : English, Urdu & Hindi

Address : Mian Channu
Punjab,
Pakistan
PIN: 58000

Mobile No : +973-33081208

- HABIB RAFIQ PVT. LIMITED PATOKI, (PAKISTAN)
(06/06/2019 to 06/06/2021).
POSITION : DOCUMENT CONTROLLER
CLIENT : NATIONAL POWER PARKS MANAGEMENT
CONSULTANT : NESPAK(PVT)
PROJECT : 1223 MWRLNG COMBINE CYCLE POWER PLANT

Job Responsibility:

- Coordinate all activities related to the document control procedures, including technical documents, drawings and commercial correspondence.
- Input documents data into the standard registers ensuring that the information is accurate and up to date.
- Generate Various document control reports as required.
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Make sure that controlled copies of latest approved documents and drawings are given to appropriate staff, contractors and suppliers as applicable.
- Maintain the files and control logs as required by the project.
- Typing the site documents and follows up all the site needs.
- Maintain the documents and drawings in the document control office under safe custody without any damage or deterioration with easy traceability.
- Proper filenames, revisions & submission.
- Distribute controlled copies.