**CURRICULUM VITAE**

**P**ost **“DOCUMENT CONTROLLER’’**

Total Experience: 12 Years

**MOHAMMAD IFTEKHAR ALAM KHAN**

**Address :** H.No.30, Road no .14,

Zakir Nagar (East), Azad Nagar, Jamshedpur.

Pin No 832110. Jharkhand, INDIA,

**Phone no:** 00918407836564

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**Objective**

To gain the position of a document controller where my professional experience can make extensive contribution towards the growth and benefit for the organization. To work as a challenging environment where I can utilize both qualification and experience, I have excellent Strong interpersonal analytical, and teamwork skills and communication skills, ability to establish healthy relationship with all levels of management.

**Summary Of Experience**

I have 12 Years experience in filed Petrochemical, Engineering and Construction projects in India & aboard with major Companies like Tarapore company Jamshedpur, Seeh Al Sarya Engineering LLC, Client (Daleel Petroleum) Oman, Behwan Engineering LLC Client (Petroleum development Oman), Midmac contracting Qatar, Shah Contracting Company Pvt.ltd company India as **DOCUMENT CONTROLLER.**

**Summary of Qualifications**

* Store and maintain company documents in both electronic and physical forms.
* Scan, image, index, and organize documents project wise.
* Follow process and principles of company's document lifecycle procedures.
* Archive, control, and retrieve records as and when needed.
* Keep records of project details, meeting minutes, technical specifications, drawings, etc.
* Classify, sort, and categorize documents in alpha-numerical order.
* Control issuance of documents and seek proper approval for the same from senior authorities.
* Review completeness, accuracy, and authenticity of documents.
* Perform quality check on documents by following document control processes.

**Key Responsibilities and Principal Accountabilities**

**Document Control**

* 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.
* I am responsible for the effective and efficient document control of all engineering documents, in accordance with the established procedures.
* Design and development of advanced project document control system for the business.
* I am 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.
* Expedite the return of documents and approvals or comments within the required time period from internal and external parties to whom they have been issued or distributed.
* Ensure the effective running of the day-to-day operations of the document centre.
* Hands on experience in identifying, sorting of Engineering Documents and drawings (Electrical, Civil & Instrumentation drawings, plot plans, details, loop drawings, data sheets, standards, isometrics, manuals etc
* 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.
* 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.
* To ensure compliance with quality assurance requirements at all time.
* Coordinate engineering key performance indicators.

**Record**

* Maintain records of engineering documents and drawings in hard copies and electronic files and monitor the revisions and approval status thereof.
* To maintain the record of all controlled documentation – issue, status and location.
* Record of Drawings , Method Statement , Material Submittals , Sample Submittals , RFIs , RRFIs , NCRs , Contracts, LOIs , Payment Certificates, Documents of Civil , Mechanical , Instrumentation, 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.

**Duties & Responsibility**

* Uploading and downloading all engineering related documents.
* Arrangements of Project Meetings and Tele / Video Conferences.
* Checking of Vendor Mails and Upload & Download Documents into index docs.
* Submission of Commented Drawings to Vendor.
* Correspondence with various departments for Vendor drawings.
* Preparation of Agenda for Weekly Tele-Conference.
* Assist to HOD in preparation of Departmental activities.
* Handling ISO documents for the process department.
* Administration work of department & maintaining records.
* Handling all contract related documents.
* Filing of all engineering documentschanges in the payroll software program
* Experience in document control, document imaging, document archiving, and maintenance of electronic and physical documents
* Excellent command over written and verbal English
* Skilled in reviewing and preparing statistics and reports
* Ability to interact and coordinate with internal and external business partners
* Proficient with FTP clients, Share Point, ISO, MS Office, and File Net

**Educational Qualification**

* Passed B.Sc from Ranchi University, Ranchi in the year of 1993
* Passed I.Sc from B.S.E.B, Patna in the year of 1990
* Passed S.S.C. from B.S.E.B, Patna in the year of 1986

**Professional Qualification**

* I have completed one year “**Diploma in Computer Application**” from **APTECH**, Jamshedpur in the year 1994.

**Work Experience**

* Working **“TARAPORE COMPANY** as **“DOCUMENT CONTROLLER”** since 23.04.2012 to till continue
* Worked **“SEEH Al SARYA ENGINEERING COMPANY W.L.L OMAN,** At **DALEEL PETROLIUM**  as **“DOCUMENT CONTROLLER”** from 13.03.2010 to 14.02.2012
* Worked **“BAHWAN ENGINEERING COMPANY W.L.L OMAN,** At **SRDC Project (PDO, Oman)** as **“DOCUMENT CONTROLLER”** from 07.09.2008 to 10.02.2010.
* Worked **“MIDMAC CONTRACTING CO. W.L.L** Doha, Qatar, as **DOCUMENT CONTROLLER**” from 29.06.2005 to 24.10.2007.
* Worked **“SHAH CONTRUCTION CO. PVT.LTD”** Jamshedpur **“DOCUMENT CONTROLLER”** from 12.02.1996 to 09.04.2005.

**Certifications:**

* Holder of First Aid Certificate (Oman)
* H2s Awareness (Oman)
* Initial Fire Response(IFR) (Oman)

**Personal Details**

Father’s name : Anwar Alam Khan

Date of birth : 1st May 1972

Nationality : Indian

Religion : Islam

Sex : Male

Marital state : Married

Physical status : Posses a good and sound health

Height: 5’-6” & Weight: 72kg

**Permanent Address**

: Mohammad Iftekhar Alam Khan  
H.No.30, Road No .14, Zakir Nagar (east)

Azad Nagar, Mango,

Jamshedpur. Pin No 832110.

Jharkhand, India,

**Language** **known** : English, Hindi, Urdu & Arabic.

Passport details :

Passport No **:** **M4434662**

Date of Issue **:** 24/12/2014

Date of Expiry **:** 23/12/ 2024

Place of Issue **:** Ranchi

**Responsibility**

I hereby declare that all the information is furnished by me are true and correct to the best of my knowledge and belief.

I do hereby declare that all the information as mentioned above is true and correct to the best of my knowledge and belief. Anticipating your earlier and positive response in this regard, for this kind of yours I shall remain grateful to you forever.

Date: yours faithfully,

(Mohammad.Iftekhar Alam Khan)