

Curriculum Vitae

Document Controller/Technical Assistant

P.M.N. Mohamed Rafiq

Contact: 00965-69955182

pmnrafiq@gmail.com



1. Objectives

Highly focused individual with strong desire to work and grow with organization, which offers an interesting and challenging position where I can expand my professional experience on **Document Controller** prospect.

2. Synopsis

17 years' experience in the U.A.E and Kuwait (KNPC & KOC Projects)with vast experience as Document Controller and various kind of jobs capable of doing /solving any challenging jobs.

3. Education Background

Bachelor of commerce - Adaikala Matha College , Vallam, T.N.India

Diploma in Computer Application - Aptech Computer Education , Mannargudi T. N

4. Special skills

- Knowledge in computer software application: MS-Office - MS- Word, Excel &Power Point,
- Internet application Internet explores, Outlook Express.
- Knowledge in English Typing.(High Speed)
- AutoCAD

5. Working Experience

A. From 2015 May 'To Till : Document Controller / Technical Assistant (KNPC Projects)

Centralco General Trading & Contracting Company , Kuwait

B. From 2014 November 'To 2015 January : Purchase coordinator

Universal National Trading Agency, Kuwait

C. From 2012 August 'To 2014 April : Technical Assistant

SKS Group of Company, Kuwait

**D. From December 2011 'To May 2012 : Site Administer / Document Controller
(KOC Project) Safwan Petroleum Technologies Company, Kuwait**

Job Profile (Document Controller)

- Handle all Documentation and Secretarial works and manage general administration.
- Control project documentation as per company's procedures.
- Allocate document / drawing numbers and advise originator.
- Log and track all controlled documents for various clients.
- Register the receipt of documents from both internal and external sources.
- Update & maintain records into company IT database; manage hard copies.

- Index and catalogue site records such as CAD drawings, operational procedures, maintenance plans, etc.
- Preparation of Submittal and Document control system.
- Filing of drawings and documents.
- Keeping the hard copy and soft copy updated.
- Making the backup of valid documents & drawings daily, weekly, monthly basis and keeping the backup in a very safe place and controlling the printing room.
- Production and issue of document status reports.
- Ensuring that all project personnel are aware of and adhere to the requirements of this procedure.
- Ensure that all issued project deliverables are correct in accordance with document control procedures.
- Assisting the projects department with queries on documentation requirements and submissions.
- Set up distribution requirements.
- Transmit documents to internal/external parties for review and information.
- Hand-over of critical - maintained documentation to company management & closing out existing projects.
- Archive project at end of shelf life.
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Job Profile (Office Administrator)

- Provided administrative support to both staff & managers & coordinated with all departments.
- Screened telephone and personal callers & Made and recorded appointments.
- Filed correspondence and other records.
- Received and processed incoming and outgoing mails.
- Handled business correspondence on behalf of the company.
- Organized business itineraries travel arrangements & hotel bookings.
- Coordinated in purchasing office supplies.
- Received, prepared and recorded invoices and payments.
- Handle clients' queries & redress their grievances.
- Maintain client relation and ensure customer satisfaction.
- Trouble-shooted computer related issues.

E. From January 2007 'To 2011 : Site Administer / Document Controller (ETA M&E Division- ETA Ascon Group of Companies, Dubai)

**Project : JAFZA Convention Centre Food Court, Office
Complex and Hotel (Value: 500Million)**

Duties and Responsibilities:

- Scanning all documents and index all the scanned (PDF) files to allow for ease of retrieval, and configure a searchable database that allows finding all documents instantly.
- Creating own document management in excel file in the best format of documentation that optimizes the search process and can be accessible by all concerned persons via network immediately.
- Place and receive calls. Ensure that all calls are properly channeled. Convey messages and other information to all concerned; ensure smooth operation of telephone system.
- Receive schedule and confirm appointments of the executives. Confirm and reconfirm if necessary. Arranging meetings and co-ordinates schedule with other parties. Attaching files/materials needs for action.

- Acknowledges guests, visitors and executives. Channels guests and visitors to concerned parties. Provide assistance to start/set the meeting on time.
- Prepare Staff Attendance and Worker Daily reports to be submitted to Head office, Personnel Department and Consultant office.
- Ensure that all communications, letters, memos and documents for delivery and routing to reach the addressee and to be delivered on time. Sort out and properly monitor papers for signature until it is returned to the sender. Ensure that all incoming documents are distributed and acted upon without any delay. Prepares transmittal and sends out documents to the courier service.

**F. From April '04 To Dec '07: Document Controller/ Administrative Assistant.
(ETA M&E Division- ETA Ascon Group of Companies, Dubai)**

Project : Discovery Gardens & IBN Battuta Mall

Duties and Responsibilities:

- Preparing all communications, letters, memos, documents for delivery, routing, reach the addressee and are delivered on time.
- Ensure that all incoming documents are distributed and acted upon without any delay.
- Preparing attachments and Transmittals for the Method of statement, compliance statement, Load schedule and O&M Manual in the guidance of Engineers/ Managers.
- Organize, maintain and regularly update files and records of the department, including confidential files. Retrieve documents as required.
- Distributed and acted upon without any delay. Prepare Material and Drawing transmittal and sends out documents to the courier service.
- Sorts out phone inquiries, transmits messages to concerned parties. Send and receive fax messages. Ensure that messages are well received.
- Operating the petty Cash fund with correct accountability and proper distribution.
- Responsible for answering incoming calls from providers and caller while ensuring a high level of customer service.
- Receive and route documents, forms and papers.
- Assure document quality to include completeness, accuracy and compliance with established procedures and updates.
- Registering of internal and external documents.
- Maintain documents for transmittal process for project documents.
- Expedite and maintain acknowledgements to transmittals.
- Handled inventory status of the stocks
- Prepares Outdoor Function Gate Pass Arranging Vehicles, Man Power and Entertain Guest inquiries.
- Prepares reply to the letter in Guest Comments.
- Keeps informing the manager about the complaints by guest and its follow ups, so that corrective must be implemented.
- Maintains Store Stock Data.
- Prepares Day-to-Day receiving invoice report, report to Accounts Dept.
- Co-ordinate with the manager regarding stocks receivable items.

- Organize, maintain and regularly update files and records of the department, including confidential files. Retrieve documents as required
- Prepares monthly request for payments and ensure timely payment of company's various administrative transactions with telecommunications providers, forwarders contractual labor service providers and the like.
- Conducts monthly office supplies inventory. Provide Controllers with its monthly inventory status. Prepares Purchase Requisition Form for office supplies.
- Encode / Update daily Raw Materials Issuance Report to ensure the updated inventory data. Conducts monthly, quarterly & annual inventory for direct and indirect manufacturing raw materials
- Prepare and submit Monthly, Quarterly, Annual Inventory Report and Stock Status Report. Provides feedback to management for any variances observed and reconcile
- Prepares Order Slip form for raw materials. Maintains sufficient stock thru the minimum inventory level
- Encode / Update all Incoming and Outgoing Delivery Receipts and Incoming and Outgoing Invoices
- Generate, review and analyze Monthly, Annual Disbursement Report and Purchase Report, Monthly Sales Invoices and provide the Weekly & Monthly Sales Summary Report to the Top Management

6. Personal strengths:

- Hard working, and disciplined
- Taking up any challenging Job.
- Loyal, Sincere and committed.
- Ability to fast learning and effectively solve problems under pressure.
- Eager to learn and be trained.
- Highly motivated, proactive providing quality and delivery driven goals.
- Willingness to follow instructions and take responsibility.
- Proficient computer skills.

7. Personal Details

Date of Birth	- 26 th June 1979
Sex	- Male
Marital Status	- Married
Religion	- Islam
Nationality	- Indian
Languages	- English, Hindi, Tamil
Visa Status	- 18No Transferable Visa



Centre Code :53

Reg. No. SU8C 083525 :Code No. 1BC1A :S.No. 215163

பாரதிதாசன் பல்கலைக்கழகம் BHARATHIDASAN UNIVERSITY

வணிகவியல் புலம் FACULTY OF COMMERCE

பாரதிதாசன் பல்கலைக்கழக ஆட்சிக் குழு ஏப்ரல் 2003

ஆம் ஆண்டு நடத்திய வணிகவியல் தேர்வில்

பி.எம்.என். முஹமது ரபிக்

என்பவர் மூன்றாம் வகுப்பில் தேர்ச்சி பெற்றார் என்று தக்க தேர்வாளர்கள்
சான்றளித்தபடி வணிகவியல் இளையர் என்னும் பட்டத்தை
அவருக்குப் பல்கலைக்கழக இலச்சினையுடன் வழங்குகிறது.

The Syndicate of the **BHARATHIDASAN UNIVERSITY** hereby makes
known that **P.M.N. MOHAMED RAFIQ** has been
admitted to the Degree of **BACHELOR OF COMMERCE**, having
been certified by duly appointed Examiners to be qualified to receive the same in
COMMERCE at the Examination held in
APRIL 2003 and placed in **THIRD** Class.

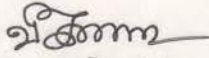
Given under the seal of the University.



திருச்சிராப்பள்ளி
Tiruchirappalli

நாள் :

Dated : 2nd September 2003


பதிவாளர் Registrar

சோ. மீனா
AUTHORIZED SIGNATORY

for
துணைவேந்தர் Vice-Chancellor

United Arab Emirates
Ministry of Foreign Affairs
Office - DUBAI

16 AUG 2004

State
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Under Secretary



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18 AUG 2011



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Sandhya Sarkar
Assistant Consular Officer
Embassy of India
Kwait

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18 MAY 2004
17 MAY 2004

ATTESTED BY ME
T.T. SHAHARE
NOTARY, GREATER MUMBAI.
18 MAY 2004

GALAXY
23/05/04



(A. H. CHOSE)
Section Officer (O.I.)
Min. of Home Affairs
Dept. of S...

Sr. No. **21641**



CERTIFICATE OF PARTICIPATION

IN

AWARE

With specialisation in Concepts, Windows, Word, Excel
Powerpoint & Internet

This credential is awarded to N MOHAMED RAFIQ

on the Eleventh day of the month September

in the year Two Thousand One

for attending the course at the Mannargudi centre.



11/09/2001

Date of Issue

A handwritten signature in black ink, appearing to read "Nitin", written over a horizontal line.

Authorised Signatory

Issued by APTECH LIMITED having its registered office at Elite Auto House, 54 A, Sir M Vasanji Road, Andheri (E), Mumbai-400 093.



مصفاة ميناء الاحمدى
تصريح مقاول سنوي

شركة السورول الوطنية الكويتية
KNPC

رقم التصريح: 548445
الصلاحية: 28/11/18

الرقم المدني: 279062204616
الجنسية: الهند

الاسم: محمد رفيق باكير محمد

جهة العمل: سبيك الخليج - شركة سنترالكو للتجارة

رقم العقد: CA/CPD/0148

المهنة: فني

Central



XXXX XXXX	XXXX XXXX	م.الغاز G/P	المصفاة Refinery
XXXX XXXX	XXXX XXXX	XXXX XXXX	XXXX XXXX

مصفاة ميناء الاحمدى
تصريح مقاول سنوي

شركة البترول الوطنية الكويتية
KNPC

رقم التصريح: 237267

الصلاحية: 31/12/2016

الرقم المدني: 279062204616

الجنسية: هندي

الاسم: محمد رفيق

جهة العمل: تكنيمونت - سنترالكو للتجارة

المهنة: فني

التوقيع و الختم

XXXX XXXX	XXXX XXXX	م.العائز G/P	المصفاة Refinery
XXXX XXXX	XXXX XXXX	XXXX XXXX	XXXX XXXX

التاريخ: 2020-09-29
رقم الصادر: 2-2020-2103796

ادارة عمل: محافظه حولى

تجديد اذن عمل

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عنوان المنشأة المحافظة : محافظه حولى المنطقه : حولى القطعه : 010 القسيمة : 009204 الشارع : شارع عبدالله العثمان المالك : مركز امل التجارى - وليد	
رقم الهاتف 66508013	الرقم الموحد للمنشأة 286487

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النوع ذكر	الرقم المدنى 279062204616	السيد محمد رفيق باكير محمد		
المؤهل العلمى ثانوية عامة		الحالة الاجتماعية متزوج	الجنسية هندى	تاريخ الميلاد 1979-06-22
المهنة السابقة مشرف أمن	المهنة مشرف أمن		نوعه عادى	رقم جواز السفر N7016864
تاريخ بداية الاذن 2020-09-29	مدة الاستخدام سنتين		تاريخ الدخول 2016-01-14	رقم تصريح الدخول
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