

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



भारत गणराज्य REPUBLIC OF INDIA



टाईप / Type	राष्ट्र कोड / Country Code	पासपोर्ट नं. / Passport No.
P	IND	N7016864
उपनाम / Surname	PACKIR MOHAMED YASIN NOOR MOHAMED	
दिया गया नाम / Given Name(s)	MOHAMED RAFIQ	
राष्ट्रियता / Nationality	लिंग / Sex	जन्म तिथि / Date of Birth
INDIAN	M	22/06/1979
जन्म स्थान / Place of Birth	जारी करने का स्थान / Place of Issue	
PODAKKUDI	KUWAIT	
जारी करने की तिथि / Date of Issue		समाप्ति की तिथि / Date of Expiry
17/03/2016		16/03/2026

Thamara

P<INDPACKIR<MOHAMED<YASIN<NOOR<MOHAMED<<MOHA
N7016864<9IND7906226M2603162<<<<<<<<<<<<<<<<8

निर्णय / OBSERVATION

निर्णय सेवा / MISCELLANEOUS SERVICE

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

NOOR MOHAMED

माता का नाम / Name of Mother

AYSHA NACHIYA

पति या पत्नी का नाम / Name of Spouse

पता / Address

3 172 A GANDHI STREET

PODAKKUDI THIRUVARUR DT

TAMIL NADU 614103

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

J5548446

07/06/2011

KUWAIT

फाइल नं. / File No.

KWTSP1019516

OLD PPT CLD AND RETURNED



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

الإمارات العربية المتحدة
وزارة الخارجية
مكتب دبي

16 AUG 2004

Date: 16 AUG 2004
No. 10
To Certify stamp and signature of Ministry of United Arab Emirates - Mumbai Consulate

دون تحمل الوزارة أية مسؤولية تجاه المحتويات
No Responsible for the contents
Under Secretary

وکیل وزارت الخارجية

18 AUG 2011



Consulate General of the
United Arab Emirates
MUMBAI - INDIA

القنصلية العامة لدولة
الإمارات العربية المتحدة
مومباي - الهند

No. 058731
Date: 19 MAY 2004

الرقم
التاريخ

نصادق على صحة ختم وتوقيع حكومة مهاراشترا
We Certify the stamp and signature of Home Dept.
Govt. of Maharashtra

هذه القنصلية غير مسؤولة تجاه المحتويات
This Consulate is Not Responsible for the
Contents of the Document

CONSUL GENERAL

الطابع العام



Sandhya Sarkar
Assistant Consular Officer
Embassy of India
Kuwait

0460004
17 AUG 2011
Seal & signature of State Govt.
Ministry of External Affairs, New
attested

कोसल अधिकारी / Consular Officer
भारत का राजदूतावास / Embassy of India
कुवैत / Kuwait

Read by :
Checked by :
Supdt. / A.R.:



18 MAY 2004
17 MAY 2004

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

6444
Date
The Secretary, Ministry of Education
Office, Section Officer, Education
Section Officer, Education



(ए. ई. ओ. सी.)
(A. E. CHOSE)
Section Officer (O.I.)
Ministry of External Affairs, New Delhi

(स. ड. शर्मा)
(S. D. SHARMA)
Section Officer
Min. of Human Resources
Deptt. of Social Welfare, New Delhi



Govt. of India
Min. of Soc. & Hr. Education
3193482
14 MAY 2014
1st Checker and Checker

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 blue 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



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



الصلاحية: 31/12/2016

رقم التصريح: 237267

الجنسية: هندي

الرقم المدني: 279062204616

الاسم: محمد رفيق

جهة العمل: تكنيمونت - سنترالكو للتجارة

المهنة: فني

التوقيع و الختم

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



شركة سنترالكو للتجارة العامة والمقاولات ذ.م.م
CENTRALCO GENERAL TRADING & CONTRACTING CO. W.L.L

Date: 01-December-2021

Reference: ADM/CGTC/EC06/2021

To Whom It May Concern

This is to certify that, **Mr. Mohamed Rafiq** holding Indian Passport No. **N7016864** has worked with us as an **Document Controller / Technical Assistant** since 14-05 2015 to 30-11-2021. During the above period, we have found him punctual towards his duty and hardworking nature.

Work Responsibilities-were to:

- Handle all Documentation and Secretarial works and manage general administration.
- Control project documentation as per company's procedures.
- Preparation of Submittal and Document control system.
- Assisting the projects department with queries on documentation requirements and submissions.
- Preparing all communications, letters, memos, documents for delivery, routing, reach the addressee and are delivered on time.
- Preparing Documentation for the Method of statement, compliance statement, Load schedule, BOQ and O&M Manual in the guidance of Engineers/ Managers.

We wish him all the best in future.

Best Regards,


Pradip Samaddar
Managing Director
CENTRALCO
GENERAL TRADING & CONTRACTING W.L.L.
شركة سنترالكو للتجارة العامة والمقاولات ذ.م.م

Centralco General Trading & Contracting Company .W.L.L

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

تجديد اذن عمل

تصرح الهيئة العامة للقوى العاملة

الرقم المدني 269291600000	السيد صاحب العمل شركة سنتر الكوللتجارة العامة والمقاولات
رقم الجهة المدنية (رقم الملف) 2692916	اسم المنشأة شركة سنتر الكو للتجارة العامة والمقاولات
عنوان المنشأة المحافظة: محافظة حولي المنطقة: حولي القطعة: 010 القسيمة: 009204 الشارع: شارع عبدالله العثمان المالك: مركز امل التجاري - وليد	
رقم الهاتف 66508013	الرقم الموحد للمنشأة 286487

بعد الاطلاع على البيانات اللازمة باستخدام

النوع ذكر	الرقم المدني 279062204616	السيد محمد رفيق باكير محمد		
المؤهل العلمي ثانوية عامة		الحالة الاجتماعية متزوج	الجنسية هندي	تاريخ الميلاد 1979-06-22
المهنة السابقة مشرف أمن	المهنة مشرف أمن		نوعه عادي	رقم جواز السفر N7016864
تاريخ بداية الاذن 2020-09-29		مدة الاستخدام سنتين	تاريخ الدخول 2016-01-14	رقم تصريح الدخول
نوع الراتب شهري	الاجر بالأحرف فقط اربعمائة وخمسون دينار كويتي لاغير			الاجر (د.ك) 450

تم اصدار اذن العمل بناء على رقم طلب 20200844682

ملحوظة
هذا المستند صادر من الموقع الإلكتروني للخدمات ولا يحتاج إلى ختم أو توقيع

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