

Phone:

Cell: +966 599291530,

: Email: irshadalam1986@gmail.com: irshadalam1986@hotmail.com**MOHAMMED IRSHAD ALAM****Document Controller**

Personal Detail	
	Saudi Aramco Approved with Saudi Aramco ID

Date of Birth	1 st Feb, 1986
Place of Birth	PATNA
Nationality	Indian
Passport :	N9198557
Passport Expiry:	09-08-2025
License No:	DLBR2220120019598 INDIA
Marital Status	Married

Objective

To seek an effective position in your organization where I could utilize my abilities to contribute to the growth of the institution as well as improve my skills.

Education

2010	Master of Arts in Urdu, first division From MANUU Maulana Azad National Urdu University, Hyderabad
2011	TECHNICAL QUALIFICATION - (DCA & DTP) From The National Council for Promotion of Urdu Language (NCPUL), New Delhi, under the Ministry of HRD, Govt. of India
2009	Diploma in Persian Jamia Millia Islamia University, New Delhi, India
2008	Certificate in Persian Jamia Millia Islamia University, New Delhi, India
2008	Diploma in Functional Arabic and Urdu National Council for Promotion of Urdu Language (NCPUL) Ministry of HRD, Govt. of India
2006	Senior Secondary School (10+2) Darussalam Malier Kotla, Punjab, India
2005	Fazilat (Equivalent to B.A.) Darul Uloom, Deoband, UP, India

Experience

2002 Hifz Quraan and Qira'at (Saba-a & Ashra)
Jamia Arabia, Hathaura, Banda, UP

1. June, 2015 to till date

AL YAMAMA CO.

**EXPAND DHAHRAN RESIDENTIAL COMMUNITY PACKAGE 2
Dammam Kingdom of Saudi Arabia.**

Designation - **Document Controller**

2. **AGCC Gulf Co. (April 2012 to May 2014)**

2.1 November, 2013 to May, 2014 (on supply from AGCC Gulf)

**HADEED STRAIGHTENING SHOP PROJECT (HSSP)
Jubail, Kingdom of Saudi Arabia.**

Designation - **Lead Document Controller**

2.2 September, 2012 to October, 2013 (on supply from AGCC Gulf)

**SAUDI ARAMCO TOTAL REFINERY & PETROCHEMICAL
COMPANY, (SATORP), Jubail, Kingdom of Saudi Arabia.**

Designation - **Document Controller**

2.3 April, 2012 to August, 2012 (on supply from AGCC Gulf)

**PETROL STEEL COMPANY LTD.
Jubail Kingdom of Saudi Arabia**

Designation - **QC Document Controller**

3. January 2011 to March, 2012

**HR Dept at CBSE Education, Documentation Section,
New Delhi India**

Designation - **Administrator**

4. March, 2009 to December 2010

**NHS WORLD EDUCATION DOVLOPMENT ORGANAISATION
New Delhi India**

Designation - **Administrator**

5. Feb., 2008 to Dec, 2008

AL ASHRAF CONTRACTING EST.

Designation - **Administrator**

Skills

Windows XP
Accounts

MS Office
Teaching

Photo shop

Coral Draw

Duties & Responsibilities

- Lead the Document Management department, providing effective direction and motivation departmental staff.
- Administer, populate and maintain the Electronic Document Management System. Act as Focal Point for Document Management Department.
- Direct and maintain current and archive filing systems with hard/soft copies.
- Establishing, monitoring and updating of the Project Distribution Matrix.
- Transmit comments to contractor within the contractual review cycle.
- File and maintain the latest revision status of Documents/Drawings in Master File
- Maintain an auditable record of Technical Documentation & Project specific Correspondence from Contractors.
- Maintain a current & superseded set of project hard copy deliverables & Elec. Register.
- Maintain file of project specific company codes and standards and industry standards.
- Preparing Daily Progress Reports based on input from Document Control Staff.
- Coordinate with the Document Controllers from other teams, EPC or other contractors.
- Work closely with discipline groups to ensure they achieve maximum efficiency in document handling.
- Preparing Master Document Register and Keep Updating.
- Reporting direct to Project Manager.

Other Activities

To become a successful professional in the field to achieve a challenging position in a result oriented company that works on the cutting edge technology where my acquired skills will be utilized towards continued growth and advancement.

Strengths

- ✓ Confident
- ✓ Hardworking
- ✓ Best Communication Skills

Language Proficiency

Speak	Read	Write
Arabic	Arabic	Arabic
English	English	English
Urdu	Urdu	Urdu
Farsi	Farsi	Farsi
Hindi	Hindi	Hindi
Bangali	X	X

Achievements

- Attain 1st position in Mast of Arts and 1st position in Diploma in Computer Application (DCA & DTP)

(MOHAMMED IRSHAD ALAM)