



Muhammad Ghazanfar

Document Controller

Monitor, lead and follow up activities related to the administration and management of technical documentation for the project from the conception through to hand over, to ensure that all project documents are properly organized and maintained with the required level of integrity and confidentiality.

Contact

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Address
Al Quoz Dubai UAE

Education

2012
Matriculation Computer Science

2014
Diploma In Computer

Expertise

MS Office
Microsoft Outlook

Key Skills

HARD WORKER
COMMUNICATION SKILLS
DECISION MAKING
QUICK LERNER
TYPING SKILLS

Language

English
Urdu
Punjabi
Arabic Basic

Experience

2019 to Till Date
Evolve Contracting One Person Company Dubai
Documents Controller

Responsibilites as Document Controller

Maintaining check list to ensure Material, Consultant commented , document related activities are carried out.

Maintain Master filing system as per filing procedure.
Quality checking of all drawings, documents for their document no, revision no, approvals status etc. in the correct format according to project procedures.

Working to strict deadlines whilst managing a demanding workload.

Familiar with printers & plotters for Scanning & Printing with all types of paper size.

Maintaining, update and review a comprehensive computer database, including documentation & drawings corresponding to those of Consultants, contractors & suppliers.

Maintaining, update the project filing and controlled revision history for hard copy and electronic filing on a regular basis.

Generate, maintain and update the Project Documents Deliverable Register, which includes transmittals, Technical Documents & drawings, Vendor Documentation, & manuals.

Projects

55 villa project falcon city- Dubai
Jan 2019 - Jan 2021 (Present)

Blue villa- Jumeirah 2- Dubai
Feb 2021- Nov 2022

Lehbab Farm . Dubai
Dec 2022 - Feb. 2024 (Present)

Personal Details

Passport No.	NB4139922
Expiry Date	08-11-2025
Visa Type	Employment
Religion	Islam
Marital Status	Single