

MUHAMMAD IMRAN

☎ : +974 77500491 & +92 333 5632187

✉ : maani.redcointl@gmail.com

Passport# : AW 1228423

Date of Birth : 12th September 1981

Nationality: Pakistan

Address : Doha, Qatar



23 Years Experienced

**Sr. Document Controller - Architectural, Precast, Civil & MEP
(Aconex Operator) Redco International W.L.L Qatar**

- CP/18-8 :Gewan Island – Hotel & Beach Club, Villas and Golf Course Main Works Package 19th May 2022 to till date.... **(Aconex Operator) – “With Singapore Engineering – SECC (JV Partner)”**
- Metro Green Line, RLR, & RLN Stations & Tunnels Civil & MEP 29th April 2016 to 15th April 2019. **(Aconex Operator) – “With RLR (JV Partner)”**
- Burj Marina Com – 08 Tower (38-Floors) at Lusail Entertainment City (Qatar) 7th January 2014 to 28th April 2016 (Consultant – KEO) **(Aconex Operator) “With Majid Al-Futtaim (JV Partner)”**
- Ready-Mix Batching Plant 12th September 2019 to 15th January 2022.
- CP-12D Precast Block Work (Beach-Project) at Lusail Entertainment City (Qatar) 31st December 2014 to 6th November 2015] (Consultant – Halcrow).
- 5-School (Ashghal) 3rd December to 16th October 2013. (Consultant – CEG)
- {Simulator Center at Doha International Airport (DIA) 26th December 2nd December 2011 Both Projects. (Consultant – ACE)
- 12 New Departure Gate at Doha International Airport (DIA) 26th December 2010 to 2nd December 2011. (Consultant – GHD)}.
- CP-1Tunnel Project Lusail Entertainment City (QDVC) 13th January 2010 to 31st August 2010. (Consultant – QDVC)
- PS -70 (QDVC) 17th September 2009 to 12th January 2010. (Consultant – QDVC).

Responsibilities

- ❖ Provide DCC leadership role during the absence of the Document Control Manager (DCM) to ensure smooth operation of the entire Document Control Centre (DCC)
- ❖ Provide valuable DC supports and inputs in the configuration and utilization of the Corporate Document Management System (including Supplier Data Tracking & Approval) Tool and functional discipline work processes to provide reliable and consistent project document management / supplier data services in support of the Execution and Engineering Teams to meet the project, regional/global project portfolio and business requirements.
- ❖ Be motivated to help achieve an industry leading regional project Document Control / Supplier Data Management team responsible for all project execution/engineering/vendor documentation for projects executed in the region, between both internal and external parties, in accordance to approved AP work instructions or project specific requirements in the project contract.
- ❖ Undertake daily coordination and administration for the project Electronic Document Management System (EDMS) – e.g. OpenText and Aconex (including Share Point)
- ❖ Help maintain the capabilities of the regional Document Management team to ensure high levels of support to meet the business needs across the broad portfolio of offerings.
- ❖ Provide close collaboration with and support across the other regional and global teams to ensure effective resource sharing, lessons learned, best practices and the development of appropriate work processes and procedures across the global execution teams.
- ❖ Understand and apply the requirements for third party client approvals on projects as required.
- ❖ Liaising with the project team, project management and site construction team daily.
- ❖ Provide support and guidance to the Project Execution and Engineering Teams on the status of project document review/approvals, and overdue documentation.
- ❖ Support the client and external vendors with the Air Products Document Management system tool and work process support as required.
- ❖ Organize and maintain the project Master Document Register.
- ❖ Responsible for the effective and efficient document control of all engineering documents, in accordance with the established procedures.

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- ❖ 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.
- ❖ 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.
- ❖ Hands on experience in identifying, sorting of Engineering Documents and drawings (Electrical & Instrumentation drawings, plot plans, details, loop drawings, data sheets, standards, isometrics, manuals etc.) as per ISO Quality Management System Aconex.
- ❖ 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.
- ❖ 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.
- ❖ Receive and distribute project documents and drawings based on the Document Distribution Matrix to the right department and right person (action parties) as per agreed procedure after Project Manager's Review.
- ❖ Receive, record, log, scan and distribute all project documents, shop drawings and other submittals
- ❖ Record of Drawings, Method Statement, Material Submittals, Sample Submittals, RFIs, 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 and store the approved shop drawings in the database so that the project team can access.
- ❖ To organize copies of hard & softcopy documents, incoming and outgoing.

Electrical Foreman Redco International w.I.I Qatar

- 10KG School (Ashgal) 15th January 2008 to 31st August 2008.
- 144 Al-Khore Residence Villa 1st September 2008 to 16th September 2009.

Responsibilities

- ❖ Plan and supervise the work of electricians.
- ❖ Maintain records on electrical jobs and assign to appropriate personnel.
- ❖ Assist in coordinating job assignments with the other trades, e.g., plumbers, carpenters, etc.
- ❖ Assist contractors on jobs.
- ❖ Advise coordinator and assistant director of technical problems concerned with installation, modification and repair of electrical assignments.
- ❖ Recommend procedure revisions when necessary to fully utilize assigned personnel and equipment.
- ❖ Determine procedures for maintenance, installation, modification and repair of electrical assignments.
- ❖ Inspect work to ensure compliance with standard procedures and electrical assignments.
- ❖ Examine electrical services for proper working procedures.
- ❖ Perform related work as required.
- ❖ Perform maintenance work on a wide range of electrical equipment.
- ❖ Assemble and install electrical wiring, fixtures, and equipment.
- ❖ Install audio/visual equipment in Guest rooms & Banquet Hall along with microphone and lighting systems in function areas as requested.
- ❖ Respond promptly and efficiently to emergency calls.
- ❖ Conduct inspection tours to ensure that electrical equipment and lighting is working properly.

Worked As Electrician

- Worked as an Electrician in Pearl Continental Hotel Rawalpindi (Pakistan) 25th April 2000 to 15th September 2001.

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- Worked as an Electrician & AV Technician in Islamabad Serena Hotel (Pakistan) since 17th September 2001 to 10th January 2008.

RESPONSIBILITIES

- ❖ Perform maintenance work on a wide range of electrical equipment.
- ❖ Assemble and install electrical wiring, fixtures, and equipment.
- ❖ Install audio/visual equipment in Guest rooms & Banquet Hall along with microphone and lighting systems in function areas as requested.
- ❖ Respond promptly and efficiently to emergency calls.
- ❖ Conduct inspection tours to ensure that electrical equipment and lighting is working properly.
- ❖ Complete the preventative maintenance schedule and incident reports.
- ❖ Maintain all tools, equipment, and working areas to proper condition.
- ❖ Keep technical training knowledge and skills current.
- ❖ Tag electrical items and maintain a register, if required.

Islamabad Serena Hotel Achievements

- ❖ First Running Day (15th Nov, 2001).
- ❖ Official Opening Letter (12th March, 2002).
- ❖ 12th SAARC Summit Conference (9th Jan, 2004).
- ❖ Thanks, Letters, for Extra Efforts in Duty Time (28th June, 2004 -13th Oct, 2005 - 5th June, 2006).
- ❖ Appreciate letter (13th June, 2007).
- ❖ Pre-Opening Team (15th April, 2003).
- ❖ Associate of the Month (September 2006).
- ❖ Associate of the Year (2006).
- ❖ Five Years Completion Letter (11th March, 2007).
- ❖ Certificate of Appreciation PAK & USA Land Forces Symposium (13th April, 2007).

Educational Qualification

- ❖ Matriculation "Sargodha Board" Pakistan 1997.
- ❖ Diploma in AC Electrical (Motor Re-winder) 1999.
- ❖ DAE Electrical Engineering "Oxford Institute of Technical Training Center Rawalpindi" (2000 to 2003).
- ❖ Computer Information Technology "Oxford Institute of Technical Training Center Rawalpindi" (2004 to 2007).
- ❖ Training for EPABX (Serena Hotel Islamabad 12th November 2007 to till end job).
- ❖ First Aid Training Course from DISS (Medic International) Doha, Qatar 2010.
- ❖ Scaffolding Inspector Training Course from TUV Doha, Qatar 2010.
- ❖ Fire Warden Course (DISS Doha safety services) Doha Qatar 2010.
- ❖ OSHA for Construction Safety and Health (NASP-USA) Doha Qatar 2010.
- ❖ Spoken Arabic Course February 2025 (Al-Fanar Qatar)

Professional Activities & Skills

- ✓ Computer Skills (Installation of New Window and Related Software etc).
- ✓ Microsoft Office (Excel, Word, Power Point, Outlook, Adobe, etc).
- ✓ AutoCAD 2016 Basic Knowledge.

Note: - Reference Will Be Provided Upon Your Requirement.