

SYED AHMED FRAZ RIZVI

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CAREER OBJECTIVE:

An experienced professional looking for a challenging role as a Document Controller/ Inventory Controller where I can apply my proven leadership abilities, communication skills, and project management experience.

STRENGTH:

- Ability to work with a team and as an individual.
- Quick learner and confident to take up challenging tasks with a positive attitude.
- Sincere, hardworking and cooperate in nature.
- Efficient result driven ability.
- Ability to work under pressure.
- Good Communication skills.
- Adaptability to in any environment.

WORK EXPERIENCE:

Al Bandy Engineering Trading and Contracting Doha, Qatar - September 2013 to November 2022 – Document Controller (9 Years & 2 Months)

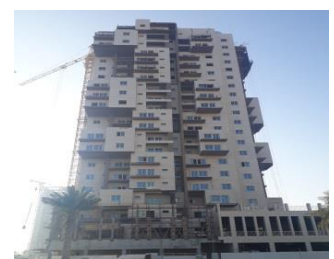
➤ **Project Name: Centara West Bay Residence (B3+G+ 44 Floors) Doha, Qatar**

- ❖ Client: Al Thuraya Real Estate Investment
- ❖ Consultant Diwan Al Emara



➤ **Project Name: Lusail Marina Residence Building (2B+G+P+19 Floors) Lusail Qatar**

- ❖ Client: Al Namaa Real Estate
- ❖ Consultant: Arab Engineering Bureau



➤ **Project Name: Waterfront Residential
Twin Towers (3B+G+29 Floors) Lusail, Qatar**

❖ Client: Tameer Real Estate

❖ Consultant: Engineering Adnan Safarini



Key Responsibilities

- Develop and maintain document control processes for the efficient management and recording all documentations
- Ensure that all the relevant Project documentation are registered / maintained in the electronic Document Management System (DMS)
- Develop Photocopies / Binding and transmitting of documents as part of client's submission
- Assist with the general project administration
- Liaise with Project Management & team, Client and Sub-contractors effectively and resolve problems and issue's relating to documentation
- To maintain a safe and secured working environment within Document Control.
- Maintain a list of office furniture and equipment together with a list of site offices work station equipment, and monitor them
- Demonstrated success on the job, as evidenced by satisfactory performance, acceptance of responsibility and growth in previous positions
- Assists in preparing a "mock up" for operations manuals (e.g., develops the index, binders, dividers, etc., and ensures timely printing and assembly) and/or job data books (pulls drawings and documents, develops index, cover sheet, dividers, etc., ensures timely reproduction and assembly)
- Assist in the preparation of the minutes of meetings with the project managers and directors
- Maintaining a register of all incoming and outgoing mail, stamping and recording of mail before circulating for distribution to the Project Manager.
- Responsible for Control/Track/Issue of complete project documentation such as incoming and outgoing correspondence, site instructions, change orders, NFC, RFI, CVI,RFM, Letters, staff daily report, Submittals and other forms of pertinent documents from the client and subcontractors.
- Archiving /Scanning/Printing - Renaming, recording and filing incoming hard or electronic copies of drawings (Internal and External)
- Archiving /Scanning/Printing - Renaming, recording and filing incoming hard copies of drawings (Internal and External)

Galaxy Stainless Steel Works Co. Qatar -Feb. 2011 to August 2013 – Document Controller cum Inventory Controller (2 Years & 7 Months)

Key Responsibilities

- ✓ Ensuring all management system documentation is the current version and easily accessible

- ✓ Recording, checking and tracking all incoming and outgoing project documents
- ✓ Processing and recording incoming and outgoing vendor data and engineering design drawings
- ✓ Maintaining document logs for correspondence, material approval submittals, shop drawing, RFI (incoming & outgoing)
- ✓ Maintaining all tracking records and ensuring that they are initialed when a file is taken from the filing room.
- ✓ Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.
- ✓ Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- ✓ Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves.
- ✓ Processes and/or approves invoices for payment.
- ✓ Processes and documents return as required following established procedures.
- ✓ Performs routine clerical duties, including data entry, answering telephones, and assisting customers.
- ✓ May serve as cashier and handle cash and cash-related payments.
- ✓ May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
- ✓ Performs miscellaneous job-related duties as assigned.

IBN Thamer Trading & Contracting. Doha, Qatar - July 2010 to January 2011 – Document Controller cum Inventory Controller (8 Months)

Key Responsibilities

- ✓ Update intra-company documents, databases, and spreadsheets.
- ✓ Prepare employee expense reports for the contract employees in different departments.

Abu Shawarb Trade & Service Co. Doha, Qatar - October 2008 to June 2010 – Inventory Controller (1 Years & 9 Months)

Key Responsibilities

- ✓ Handle all hard copy documents and electronic filing as per the company demands.
- ✓ Perform the necessary computer operations and related encoding.
- ✓ Ensure the accuracy, accessibility, and tracing ability of work documents.

**I.C.B Trading & Contracting Doha QATAR - March 2008 to Sep 2008 - Foreman
(Labor Controlled and Detailed work progress) (7 Months)**

**Hasani College of Technology Karachi - January 2004 to March 2007 - Head of
Electrical Department. (3 Years & 3 Months)**

ACADEMIC QUALIFICATION:

- **Bachelor of Technology in Electrical Engineering** from Preston Institute of Management Science & Technology Karachi. Recognized by Higher Education Commission.
- Diploma Associate of Engineer in Electrical Technology from Hasani College of Technology by Sindh Board of Technical Education.
- **Technical School Certificate** (Metric Technical) from Hasani Technical High School Karachi registered by Sindh Board of Technical Education Karachi.

EXTRA QUALIFICATION:

- ❖ One Year **Technical Training Course** Intensive training course at Karachi in accordance with the requirement of national occupational skill standard prescribed by the **National Training Board, Government of Pakistan.**

COMPUTER SKILLS:

- ❖ Certificate course in **Office 2000** from net inn computer network Karachi.(M.S office ,word, power ,excel)
- ❖ Certificate course in **Computer Literacy Programme** from net inn computer network Karachi. (Data collection, file attachments, internet)
- ❖ Certificate course in **Office Automation** from net inn computer network Karachi. (Programming, printing, documentation)

PERSONAL DETAILS:

Passport No:	AM9895753
Date of Birth:	10th July 1980
Marital Status:	Married
Nationality:	Pakistani
Driving License:	Yes
Visa Status:	Visit Visa(UAE)