

Touseef Ahmed

Mobile: +971-501344289

Touseef Ahmed

Total Experience: 7Years

E-mail

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Personal Profile

Date of Birth: 10/04/1989
Father'sName: Iddat Khan
Nationality: Pakistani
Marital Status: Married

Languages Known

English, Arabic, Urdu, Hindi

Passport Information

Passport No JN1165782
Issue Date 10 June 2018
Expiry Date 09 June 2028
Places of Issue Kohat Pak

Permanent Address

District Kohat K. D.A Street no.11,
Sector.01 K.D,A Kohat
Pakistan

Professional Objective

To seek a responsible position as a **Document Controller/Secretary** within a **progressive, reputed** organization in order to achieve results and attain professional growth in both technical and managerial fields, while embracing new technology & strategies to remain competitive in the market. A versatile and proven decision making **Document Controller/Secretary** Professional with **7 Years of experience** on major projects in Building Construction. Having comprehensive experience of monitoring Industrial documentation activities with Clients Sub-Contractors.

Professional Qualification (Certifications)

- **Microsoft Word, Power Point, MS Access, Windows XP**, 4 Months Training Certification with good practical knowledge.
- **Auto CAD (Building Structure)**, 4Months Training Certification with good practical knowledge.

Academic Qualification

- **BBA(HONS)**: Marketing/ Finance/ HR Preston University Kohat
- **Fsc Premedical**: Board of Intermediate & Secondary Kohat (Pak).
- **SSC**: Board of Intermediate & Secondary Kohat (Pak).

Technical Qualification / Administrative Skills:

I have good practical knowledge of following computer language, Data base design skills and grip over the tools.

Environment:	Windows 2K, Windows XP
Networking:	Internet, Email,
RDBMS:	MS Access
Office Automation:	MS Office 2003 to MS Office 2007
Software:	Ms Front Page, Ms Office,
Structure Software:	Auto Cad

Detail Work Experience:

From: 08th Feb 2022 To Present
301-997 - Al Dhaid Sewage
Treatment Plant Phase -
3(DPW Project)
Eagle Electromechanical
Co.LLC

From: 09th May 2015 To 08
Oct 2021
Road and Infrastructure
Tanmiyat.Dubailand. Dubai.

Eagle Electromechanical
Co.LLC

Trainings & Seminars

- Attend safety trainings at the site

Working Experience as a Document Controller/Secretary

Eagle Electromechanical Co.LLC (Dubai)

Project: 301-997 - Al Dhaid Sewage Treatment Plant Phase -3 (DPW Project)

Served AS Document Controller/Secretary

- Preparation daily attendance for labor and staff.
- Preparation monthly time sheets for labor and staff.
- Communicate with admin department and arrange all documents regarding admin department.
- Preparation all memos related to HR, Plant, Accounts, Main store, and Head Office.
- Make Petty cash, cash expense sheets.
- Make all applications for labor and staff
- Preparation of monthly/weekly site safety reports.
- Communicate with main store and make sure the availability Of all store materials.
- Preparation of all documents related to main store.
- Preparation of all safety reports.
- Official E mailing
- Daily Progress reporting to project manager, Client And consultants.

Eagle Electromechanical Co.LLC (Dubai)

Project: Road and Infrastructure Dubailand Tanmiyat.

Served AS Document Controller/Secretary

- Preparation daily attendance for labor and staff.
- Preparation monthly time sheets for labor and staff.
- Communicate with admin department and arrange all documents regarding admin department.
- Preparation all memos related to HR, Plant, Accounts, Main store, and Head Office.
- Make Petty cash, cash expense sheets.
- Make all applications for labor and staff
- Preparation of monthly/weekly site safety reports.
- Communicate with main store and make sure the availability Of all store materials.
- Preparation of all documents related to main store.
- Preparation of all safety reports.
- Official E mailing
- Daily Progress reporting to project manager, Client And consultants.

From : 01st January 2016 To
30th December 2016
DEWA Project RFX-039/ Solar
Park

**Eagle Electromechanical
Co.LLC**

Eagle Electromechanical Co.LLC (Dubai)

Project: DEWA Project RFX-039/ Solar Park.

Served AS Secretary

- Preparation daily attendance for labor and staff.
- Preparation monthly time sheets for labor and staff.
- Communicate with admin department and arrange all documents regarding admin department.
- Preparation all memos related to HR, Plant, Accounts, Main store, and Head Office.
- Make Petty cash, cash expense sheets.
- Make all applications for labor and staff
- Preparation of monthly/weekly site safety reports.
- Communicate with main store and make sure the availability Of all store materials.
- Preparation of all documents related to main store.

- Preparation of all safety reports.
- Official E mailing
- Daily Progress reporting to project manager, Client And consultants.

Served AS Secretary

Project: Nad-Al-Shiba-3 (Irrigation Reservoir and Pump Station)

- Preparation daily attendance for labor and staff.
- Preparation monthly time sheets for labor and staff.
- Communicate with admin department and arrange all documents regarding admin department.
- Preparation all memos related to HR, Plant, Accounts, Main store, and Head Office.
- Make Petty cash, cash expense sheets.
- Make all applications for labor and staff
- Preparation of monthly/weekly site safety reports.
- Communicate with main store and make sure the availability Of all store materials.
- Preparation of all documents related to main store.

- Preparation of all safety reports.
- Official E mailing
- Daily Progress reporting to project manager, Client And consultants.

From: 30^{1st} January 2018 To
December 2019

**Residential Development at
Nad Al Shiba Third-
Infrastructure Work-Nakheel
Project**
**Eagle Electromechanical
Co.LLC**

From : 20 November 2019 To Present

**The Palmaros Dubailand
(Infrastructure works for
Potable Water Supply and
Connection)**

**Eagle Electromechanical
Co.LLC**

Served AS Secretary

Project: DEWA Project(Potable Water Network)

- Preparation daily attendance for labor and staff.
- Preparation monthly time sheets for labor and staff.
- Communicate with admin department and arrange all documents regarding admin department.
- Preparation all memos related to HR, Plant, Accounts, Main store, and Head Office.
- Make Petty cash, cash expense sheets.
- Make all applications for labor and staff
- Preparation of monthly/weekly site safety reports.
- Communicate with main store and make sure the availability Of all store materials.
- Preparation of all documents related to main store.

- Preparation of all safety reports.
- Official E mailing
- Daily Progress reporting to project manager, Client And consultants.

From:09th March 2012 to 30th July 2012

**Office Assistant in National
Housing Authority [Islamabad],**

Served as **Office Assistant in National Housing Authority [Islamabad],**
For 5 Months.

My Responsibilities:

- Maintain office filing and storage system.
- Distributes / files and reply of mails.
- Research, typing, correspondence, fax etc.
- Keep updated Board contact list etc.
- Responsible for maintaining records keeping system, enters, edits, and retrieves data.

From : 06th August 2012 To 15th January 2013

**IT Support Engineer in NIB
BANK Limited [Islamabad
Branch], For 6 Months.**

Served as **IT Support Engineer in NIB BANK Limited [Islamabad Branch]**
For 6 Months.

My Responsibilities:

- Administration and maintenance of the company's infrastructure,
- Resolving all technical issues related to IT on phone and Emails.
- Make relationship with vendor for maintenance and repairing of UPS/ ATS, Printers/PC's of north region.
- Work on Fixed Assets movement report of north region and keep update store and branches inventory monthly wise.
- Manages the purchasing of all software, hardware Ensures that company assets are maintained responsibly.



Key Skills:

- Good communication, customer service and relationship-building **skills**.
- Team working **skills**.
- Organization and time management **skills**.
- Attention to detail.
- Negotiation **skills**.
- Assertiveness.
- Flexibility.
- Tact, discretion and diplomacy.

Touseef Ahmed