

RESUME



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CAREER SUMMARY

Having a good experience and exposure in “**Document Controlling**” in energy sector (Oil & Gas) & Construction based on ISO 9001 standard. Traceability/controlling with the quality are the main point which I had learnt during my tenure with different organization.

CAREER OBJECTIVE

Intend to build a career in “**Document Controlling**” with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully, realize my potential and at the same time to grow along with the company.

Academic Qualification

- MBA in HR Marketing From St. Aloysius International University
- Bachelor in Commerce (B.Com) From CSJM University
- Graduate Diploma in Mech. Engineering from EIMSR

Computer Proficiency/Software Knowledge:

- Excellent knowledge in “**MS-Office**” 2007, 2010 with email & internet.
- Familiar with SAP Production (PRD) ECC 6.0, ASSAIWEB, EDMS, PDMS, File-Zilla, Adobe PageMaker, Adobe Acrobat etc...
- Good knowledge of computer maintenance, troubleshoot/fixing of general problems of computer, installation of new windows, etc...

Trainings:-

- Attended the awareness training on “**ISO 9001**” conducted by quality department for Taif Baha Project, Taif (Saudi Arabia).
- Attended the training on “**Safety Induction**” conducted by HSE department of Taif Baha Project, Taif (Saudi Arabia), Bin Darwish Gen. Cont. & Maint. Est. (U.A.E) & Galfar Almisnad Qatar.
- Courses/Training for Oil & Gas (ISI, G. Rules, NH15 & H2SEBA) from RASGAS (Qatar) Valid till 29-Dec-18.

Personal Skills

- Ability to operate effectively in a multinational, multicultural work environment.
- Knowledge to support the development and maintenance of the system.
- Good Interpersonal & communication skills.
- Good Team Player.

Award:

- Received the honor of appreciation from Operations Director **Mr. Tariq Naeem Saleh** of Toledo Arabia/APPCO for performance on Taif Baha Water Transmission System Project, Saudi Arabia

Work Experiences: (Starting from the current employer)

1. KAD Construction – UAE (Period: Jan. 2017 to Present)



Designation: - Document Controller

Company Description:

KAD Construction LLC, established in 2009 in Fujairah (UAE), saw a need in the Construction market for a Mechanical oriented company with civil capabilities to execute challenging projects in Fujairah. KAD Construction has an established reputation as a competent and efficient contractor in fast track oil and gas, water and power projects and holds an ISO 9001:2008, OHSAS 18001, and ISO 14001 Certificates,. The company has an ongoing growth plan to expand its business in the region, which has started in KSA, by establishing Saudi KAD, a class A+ Saudi Aramco Pre-Qualified Vendor.

Projects worked on.

Project 1: PORT VIEWS INFRASTRUCTURE AND ROAD WORKS – DUBAI (UAE).

Client: - WASL

Consultant: - KEO International Consultants

Project Value: - 30 Million DHS.

Project 2: R1068 - HOTEL STAFF ACCOMMODATION IN WARSAN 3 ON PLOT NO. 811-1445, DUBAI, UAE - INFRASTRUCTURE PROJECT.

Client: - WASL

Consultant: - DMF Engineering

Job Responsibilities in (KAD) _ Reporting to Project Manager.

- Supervise document control activities, receive all documentation and ensure the technical documents are stored properly.
- Create and maintain efficient data filing/storage systems.
- Provide support to project management team with regard to technical document review and management.
- Managing Vendors and sub-contractors documentation, Manage Document record flows of Transmittals, Drawings, Correspondence and other technical submittals.
- Upload and download Engineering documents and Vendor Data submitted for review in EDMS.
- Receipt and respond all Engineering, QC and Construction documents.
- Carry out quality checks on all documents before uploading in EDMS.
- Develop and maintain effective filing system Turnover packages.

- Ensure safekeeping and maintenance of technical records and master general correspondence documents.
- Provide proper document numbering for all documents produced. Support the team and propose alternative course of action, wherever possible, to facilitate efficient progress.
- Performed Project Closeout/Demobilization according to company records & management policy.
- Packaged Archived documents that require offsite storage by retention period.
- Generating various maintenance/technical reports, minutes of meeting, presentations, spreadsheets to support planning and preparing daily routine/non routine/preventive maintenance and shutdown maintenance activities.
- Ensure conversion of all technical documents into electronic format to be managed in EDMS for validation, updating and quick retrieval.
- Document Control support and coordinating all information requests from Corrosion and Inspection, Production Engineering, Operation (Oil, Gas and Water wells) Supply chain management as required - Vendor information, drawings, QA/QC files.

**2. Galfar Al Misnad. - Qatar (Period: Aug. 2016 to Jan. 2017)
Designation: - Document Controller (Oil & Gas Division)**



Company Description:

Galfar Al Misnad started its operations in Qatar in the year 1995. The operations cover construction activities in various segments of MEP, Infrastructure, Oil & Gas and other Building structures. Today, Galfar Al Misnad, has emerged as one of the leading Construction Companies of Qatar.

Projects worked on.

Project 1: ENGINEERING (RESIDUAL), PROCUREMENT AND CONSTRUCTION OF CO2 INJECTION & EXPORT TIE-IN FACILITIES, RASLAFFAN - Qatar.

Client: - Ras Gas
Project Value: - 87 Million Riyal.

Project 2: EPIC FOR EXTENSION OF MANIFOLDS AT JALEHA, FS & KMDS - Qatar

Client: - Qatar Petroleum
Project Value: - 40 Million Riyal.

Job Responsibilities in (Galfar) _ Reporting to Project Manager.

- Setup, Manage & ensure proper Site Projects documentation system by establishing & maintaining standards & procedures compatible.
- Handling Official Correspondences letters and submittal to client, consultant & sub-cons.
- Tracking, follow up of in & out submittals, correspondences for their status.
- Confirm & maintain accuracy of Master Document Registers (MDRs).
- Controlling & distribution of drawings (design, shop/fabrication & as-built) to site team and Client.
- Dealing with site supervision & construction team for general & daily query.

- Preparation of Final Handing Over Dossiers (Main Index, Section Index, Soft copy & Hard Copies)
- Manage scanning, indexing process, data capture, conversions, validation & uploading via EDMS, PDMS to convert paper documents to electronic data.
- Preparing & Updating of Time Sheets, Leave Application etc. in SAP Software.
- Submission/Uploading of Electronic Project Documentation to Clients in Assaiweb.

3. Toledo Arabia/Arabian Pipeline Projects Company (APPCO) – Saudi Arabia (Period: Dec, 2013 to Jul, 2016)



Designation: - Document Controller
 Client: - Saline Water Conservation (SWCC)
 Consultant: - Dorsch International Consultant (Dorsch Gruppe)
 Project: - Taif Baha Water Transmission System Project
 Project Value: - \$238,000,000

Project Description

Taif Baha Water Transmission System is an EPCC Project, awarded to Arabian Pipeline Projects Company “APPCO” & Jai Hind Projects LTD. “JPL” Joint Venture (AJJV). The project constructs 217 KM drinking water pipeline from Taif City to Baha City at Western Region of Saudi Arabia. It also includes 8 water tanks & 1 pump station.

Job Responsibilities in (APPCO) _ Reporting to Project Manager/Projects Director.

- Handling Official Correspondences letters and submittal to client, consultant & sub-cons.
- Tracking, follow up of in & out submittals, correspondences for their status.
- Controlling of Procedures, ITPs and MS.
- Preparation & Controlling of RFIs.
- Controlling FTP Server Uploading & Downloading.
- Controlling & distribution of drawings (design, shop/fabrication & as-built) to site team and consultant.
- Preparing Logs of reports (i.e material approvals, MRIR, RFI, DRN, Incident, S.I, Station’s RFI etc...) & of drawings (design, shop drawing & as-built).
- Preparation of DRN, TSPC, MAR etc...
- Dealing with site supervision & construction team for general & daily query.
- Preparation & Compiling of ECC, SCC, MCC & PCCC Documentation.

4. Bin Darwish Gen. Cont. & Maint. Est. - U.A.E (Period: Jul, 2007 to May, 2012)



Company Description:

Specialized in District Cooling Projects – External Chilled water Piping, ETS & Commercial air conditioning system works.

Job Responsibilities in “BDGC” _ Reported to Project Manager.

- Handling complete correspondence & tracking of it.
- Controlling of All Drawings.

- Preparation of Minutes of Meeting, Material Submittals, Method Statements, Weekly & Monthly Reports, Request for Inspection, Daily Reports, Welding Reports, Welding Joint Inspection Reports etc.
- Controlling of ITP

Projects worked on.

Project 1: - Al Reem Island Development Regional Roads and Utilities Infrastructure - Package 1.

Designation: - Secretary/Document Controller
 Client: - PAL District Cooling – Abu Dhabi (UAE)
 Project Value: - 55 Million Dhs.

Project 2: - Al Reem Island Development Regional Roads and Utilities Infrastructure - Package 2 & 3, Abu Dhabi (UAE)

Designation: - Secretary/Document Controller
 Client: - PAL District Cooling – Abu Dhabi (UAE)
 Project Value: - 21 Million Dhs.

Project 3: - Tabreed District Cooling Schemes SH1/02– Maliha Camp Secondary & Primary Chilled Water Network & ETS Works - Sharjah (UAE)

Designation: - Secretary/Document Controller
 Client: - Tabreed District Cooling
 Project Value: - 45 Million Dhs

Project 4: - *Construction of Tower 3, 4.5 & 7 Shams, Abu Dhabi (UAE)*

Designation: - Secretary/Document Controller
 Client: - Sorouh Development
 Project Value: - 10 Million Dhs

5. Movenpick Gen. Cont. & Maint. Est. - U.A.E

Personal Information

Name: - Mohammed Karimuddin Kamran
Date of Birth: - 15 April, 1986
Religion: - Muslim
Nationality: - Indian
Marital status: - Married
Language skills: English, Hindi, Urdu, Kannada, Tamil, Arabic
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