

# Raza Ali Khan



## Strengths:

Excellent interpersonal, communication, negotiation, training, presentation and selling skills to add value and build organizational capability.

Demonstrated management skills including issue analysis, problem identification and resolution, budget management and staff management.

**Professional Experience** Mapa Construction & Trade Company Saudi Arabia as **Document Controller - Dammam & Jeddah Projects** (Mar 02, 2017 to Till Date)



Exposure in Engineering design office, experience in leading a small group of Document Controllers, managing Site Document Control team, in addition to the execution of my own document control duties.

I am responsible for the effective and efficient document control of all engineering documents, in accordance with the established procedures.

Design and development of advanced project document control system for the business.

I am 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.

Perform document control & Quality management activities.

Reporting on the performance of the document control system for review and as a basis for improvement of the documents control system.

Ensure that Project Team and contractors comply with the document management system process and procedures.

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.

To ensure compliance with quality assurance requirements at all time.

Coordinate engineering key performance indicators.

Soroh Al-Tuwaiq Company LLC as **Office Manager - Riyadh** (Feb 25, 2013 to April 22, 2016)



As an office manager I take up the coordination tasks like coordinating meetings of Client and staffs.

I am also responsible for maintenance of daily office operations and maintenance of calendar which would be referred by Board of Directors.

Due to my previous experience in Human resource department I also take part in HR activities and manage some of the activities in HR department like invoice checking,

enrollment process, working on feedback of employees regarding changes in organization like facilities needed, cafeteria arrangement, seating arrangement needed.

I also manage and take control of security issues and take care that security is maintained to the utmost level which is very vital for an organization.

Responsible for the development of new revenue opportunities via existing large accounts. Successfully interacted with senior managers and procurement analysts in accounts managed.

Responsible for meeting budgetary and sales targets through motivating and developing staff, consistently achieving and surpassing Key Performance Indicators

Reporting to the Retail Operations Manager with responsibility for operational and people (320) management within 14 stores

Controlling management accounts with attention to essential criteria for net profit, including sales, shrinkage, wages, write-off, cash control and store expenditure

Monitoring and controlling store compliance in all areas, including customer care, effective planning, staff training and development, organisation and time management

Supporting management and staff to help create their own successful and productive team and become effective team leaders

Maximising every sales opportunity by promoting the highest standards of customer care and recognising potential development and training opportunities

Communicating daily with Customer Support Centre functions - Buying, Retail, Finance & Distribution – to ensure effective control and operation of all areas

Reviewing and evaluating weekly KPI achievement and producing an end of week spreadsheet

Deputising for Retail Operations Manager, responsible for whole region, incorporating 9 Area Managers

#### **Education**

Superior College (Garden Town Lahore Pakistan)  
**Bachelor in Commerce (B.Com) 2006**

#### **Certification**

Nicon College (Model Town Lahore Pakistan)  
**Graphic Web Designer (Adobe PhotoShop, Coreldraw, Dreamweaver)**

**Computer Skills** Microsoft Offices  
Networking  
Windows 7,8,etc

**Interests** Sports  
Traveling  
Movies

**Personal Information** S/O: Zulfiqar Ali Khan  
Marital Status: Married  
Nationality: Pakistan  
National ID No: 35202-5279579-5  
Live In: Saudi Arabia  
Iqama No: 2424595300 (Transferable)  
Driving License: KSA

#### **Contact Detail**

Cell #: +966532499030, E-Mail: razasherwani673@gmail.com, Other E-Mail: raza.khan@mngmapa.com