

## QUAZI SALEEM UDDIN

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E-mail: -quazisaleemuddin@gmail.com

## Administrator / Document Controller UAE Valid Driving license



### OBJECTIVE: -

Challenging and rewarding career that will provide an opportunity to produce dynamic result for the organization by utilizing my professional experience and qualities.

### PERSONAL STRENGTH: -

Naturally motivated to put physical abilities and natural talents, where it is applicable immediate action to solve any problems / issues.

Dynamic and Authentic & Creative individual.

Enjoyment of team work and ability to work under pressure.

Working under pressure with result oriented.

Hard working with punctuality.

Good communication skills.

Discipline and dedicated.

Fast learning qualities.

### EDUCATIONAL QUALIFICATION: -

**Master of Arts (MA-MCJ)** in Mass Communication & Journalism from Dr. Babasaheb Ambedkar Marathwada University Aurangabad Maharashtra India in 2012.

**Master of Business Administration (MBA-HR)** from Bharathiar University Coimbatore Tamilnadu India 2011.

**Bachelor of Arts (BA- Arts - English)** from Dr. Babasaheb Ambedkar Marathwada University Aurangabad Maharashtra India in 2008.

### OTHER ACHIVEMENTS: -

**Ph.D.** Entrance Test Qualify in 2014, from Dr. Babasaheb Ambedkar Marathwada University Aurangabad Maharashtra india.

**Dr. Rafiq Zakaria Excellency Award** for Topper in Collage 2013.

### OPERATING SYSTEMS & SOFTWARE SKILLS: -

MS Office (Expert in Latest Versions), Email (MS Excel, MS Word, MS Outlook, MS Power Point Presentation, etc)

Program installation and Trouble shooting

Operating System – Windows –98/2000/2003, XP, VISTA Premium & Windows 7

Well Trained to use of Internet for Uploading & Downloading of Drawings from web page.

Various types of Software like Inpage, QuarkXPress. etc.

### CAREER PROFILE: -

#### TIGER INTERNATIONAL GENERAL CONTRACTING.

Jumeirah Village Tower Sheikh Zayed Road Dubai UAE

Working as a "Project Administrator"

Since 17 Oct. 2017 to Till date.

#### ASSIGNING PROJECT: -

2B+G+4P+37+R- Residential Building on Plot No. JVC13CHRA005 JVC DUBAI.



&

3B+G+4P+33+R- Residential Building on Plot No. JVC14PHRA005 JVC DUBAI

**JOB & RESPONSIBILITIES: -**

Assist Project Manager and Project Team with document distribution and maintain the distributed documents as per the project distribution matrix. Setup and maintain job files in accordance with Company work instructions and applicable projects instructions.

Maintain and accurately update information in the electronic document management system.

Scans, copy, encode and any related work instruction as requested.

Prepare correspondence, presentations and/or reports as required.

Follow-up on correspondence and outstanding request for resolution.

Receives certified drawing approval from appropriate engineer; issues certified drawing and scans into company specific document management system.

Facilitate document and drawing issue process via ensuring that all documentation, drawings and specifications are up to date and at the correct revision.

Ensure that the document management process is applied through between project teams or transition to operations.

Coordinate for Project Team and/or Client meetings.

Responsible for the setup of meeting facilities to be utilized by Resident Engineer / Senior Resident Engineer / Project Manager Engineer and / or Project Team.

Provide interconnecting telephone lines and routing telephone calls to Resident Engineer / Senior Resident Engineer/ Project Manager and identified team members.

Work with other Site Administrative to ensure consistency of document management process and document control procedures.



**REEM CAPITAL CONTRACTING.**

Sheikh Zayed Road Dubai UAE

Working as a Document "DOCUMENT CONTROLLER / SECRETARY"

Since 01 Feb. 2015 to 25.10.2017.

**PAST ASSIGNED PROJECT: -**

Mr. Abdulhamid Mohammed Saeed Al Ahmadi  
Construction of 2B+G+7+H.C. Commercial  
&

Residential Bldg. Plot No. 3265622 AL Jadaf, Dubai,  
UAE

Mr. Abdulhamid Mohammed Saeed Al Ahmadi  
Construction of 2B+G+9+H.C. Commercial &  
Residential Bldg. Plot No. 3261300

THE VANTAGE TOWER (HOTEL APARTMENTS)

G+4p+28 Floors +Roof – Client - DAMAC Properties.



**JOB & RESPONSIBILITIES: -**

Coordinate all activities related to the Document Control procedure.

Process, control and administer incoming and outgoing documents (correspondences, submittals, transmittals, specifications, drawings, etc.).

Manage electronic document management system as well as hard copy records on as per company system.

Ensure all documentation is controlled in accordance with the company's procedures for document control.

Upload and distribute documents to relevant parties in accordance with the document distribution matrix workflow.  
Maintain and update logs to ensure accurate status of submissions.  
Prepare necessary data reports for various parties in a timely and accurate manner.  
Coordinate with consultants and contractors to send and receive various reports, drawings, submittals and other outstanding issues.  
Preparing submittal transmittal forms (Technical, Material, Shop drawing)  
Preparing summary sheets for drawing submittals & Material submittals.  
Updating registers and the register will be issued to the concerned staff once in a week. (Technical, Material submittal, Shop drawing Submittal.)  
Maintains Technical library, Reference material and Catalogues.  
Documents Scanning Distribution & maintaining in allocated folders  
Maintaining Logs files for In & Out correspondence, Inspection Request, NCR, RFI and other records.  
Method statement producing with a title, a unique reference number and the revision number and distribute to all concerned dept.  
Taking Monthly Backup of all records and drawings.  
Segregation of handed over project documents from ongoing projects.  
Arranging all documents as per the company quality standard procedure for ISO auditing.  
Attending phone calls.  
Receiving and distributing documents by , Mail & E-mail.  
Ordering and Maintaining Stationeries and equivalent.  
Monitoring the processing of Documentation.

#### **TAAMIR INFRA ESTATE.**

Opp. AMC Buddi Lane Road Aurangabad MS (India)  
Worked As a “**ADMINISTRATOR**”  
Since June.2010 To Nov. 2014.

#### **JOB & RESPONSIBILITIES: -**

Input document data into the standard registers ensuring that the information is accurate and up to date.  
Generate the various document control reports as required.  
Control all kinds of investor submissions such as letters, drawings, and exceptions with  
Controls issuance of document numbers, including maintenance of proper document registers  
Ensures proper document classification, sorting, filing and proper archiving.  
Develop and maintain computer logs to monitor database

#### **AMSAR WOOD MANUFACTURING.**

Jabel Ali Dubai (U.A.E.)  
Worked As a “**OFFICE ADMINISTRATOR**”  
Since Jan.2005 To Apr.2010

#### **JOB & RESPONSIBILITIES: -**

Complete forms in accordance with company procedures.  
Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.  
Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.

#### **PERSONAL INFORMATION: -**

Passport No	:	M 3344059
Place of Issue	:	Mumbai
Date of Issue	:	03.11.2014
Date of Expiry	:	02.11.2024
Date of Birth	:	30.06.1982
Sex	:	Male
Marital Status	:	Married
Languages Known	:	English, Urdu, Marathi and Basic Arabic.