



## EDUCATION

Bachelor of Commerce (Computers) – 2007

## PROFESSIONAL EXPERIENCE

January 2014 – TILL DATE  
Dewan Al Emara Architects & Engineers  
Dubai – UAE  
Project Document Controller

June 2011 – December 2013  
Gulf Contractors Company (GCC), Abu Dhabi, UAE  
Sr. Document Controller

October 2008 – May 2011  
Abu Dhabi Maintenance and Construction Company (ADMAC),  
Abu Dhabi, UAE  
Document Controller

June 2007 – March 2008  
Area Software Solutions, India  
Document Controller

## TRAINING COURSES

- PMWeb Document Management System (5 years Exp)
- Aconex Software (6 years Exp)
- Proliance (2 years Exp)
- Prolog (1 Year Exp)
- DMS Document Management System
- EDMS Electronic Document Management System
- Certified British Standard International Training for Quality & Record Management System (BSI)
- Diploma in Microsoft Certified System Engineer (MCSE)
- Diploma in Computer Application
- Basic First Aid Training – Emirates Safety and Technical Development Centre (Abu Dhabi).

## LANGUAGES

English, Arabic, Urdu, Hindi,

## COUNTRY EXPERIENCE

UAE, Saudi Arabia, India

## DRIVING LICENSE

Valid UAE Driving License

## CONTACT INFORMATION

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## MOHAMMED HAMED QURESHI Document Controller /Secretary

### BACKGROUND

Has over 11 year's extensive experience as a Document Controller, Administration in Infrastructure, Construction Engineering, Architectural & Design Consultancy, my objective is to render quality service to achieve the goals of the Company and its Clients.

### PROFESSIONAL ATTRIBUTES

Project Management and Coordination  
Leadership & Managerial skills  
Records Management  
IT awareness  
Technical Experience  
Sensitive to Client Needs Organizer/Coordinator  
Team work oriented  
Reliable & Methodical  
Result Oriented  
Self-motivated and dedicated  
Confidentiality  
Time Management

### PROFESSIONAL EXPERIENCE

Dewan Architects and Engineers, Dubai, UAE

As a Sr. Document Controller at Dewan Dubai, currently handling the following Project;

- Al Thowima Residential Apartments (Dec 2017 to till date)
  - Al Thowima is Luxury Residential Apartments Tower consists 2B+G+3P+ 13 + Roof Swimming Pool
- Cayan Cantara Residential and Serviced Apartments (Jan 2017 to November 2017)
  - Cayan Cantara is Residential and Serviced Apartments Towers consists 2B+G+3P+42 and 38 Floors + Link Bridge and Roof Swimming Pool

As a Sr. Document Controller at Dewan Dubai, successfully completed and handed over the following projects;

- Dubai Parks & Resorts – Lapita Hotel -1 (2015-2016)
  - Lapita hotel is a Polynesian themed resort with 500 rooms located in the heart of Dubai Park & resorts, is consist of a main building and eight clusters plus three VIP villas, and a signature SPA in the centre of resort and a pool grill.
- Dubai Parks & Resorts - River Park.
  - The project consists of 10nr North Buildings, 18nr South Buildings with retail and dining use, in the heart of Dubai

Park and Resorts, provides different zones with various theme works, such as French village with style of the city Annecy in France, Peninsula & Boardwalk. This project in recently handed over.

- AKH Tower, Al Khobar, Dammam, KSA (2014)
  - 1 B+G+4P+36 Floors - AKH Tower, Dammam , KSA
  - 1B+G+7P+28 Floors – Al Reziza Tower, Dammam, KSA

As a Sr. Document Controller at Dewan Dubai, the following duties and responsibilities;

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Preparing monthly and weekly reports as instructed by his Chief Resident Engineer and Resident Engineer
- Preparing the Consultant Interim Payment
- Maintaining an excellent filing structure for the easy tracking of documents
- Updating the list of ongoing site project/s
- Assisting all Site Supervision Team for all office queries
- Logging and distributions of all site correspondences to Engineers.
- Following up Resident Engineers and other disciplines for the Contractor material submittals, Shop Drawings, RFI's etc.,
- Filling internal and external documents and filed according to its reference number assigned.
- Making correspondences as required by the Resident Engineer
- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Making correspondences as required by the Resident Engineer

Gulf Contractors Company, Abu Dhabi, UAE

As a Document Controller at Gulf Contractors Company, Abu Dhabi, handling following project;

- Al Ain Asset Enhancement Schedule (Sewerage Pipe Line for 36 Kilo meters) including 2 Sewerage Treatment Plans.
- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Preparing monthly and weekly reports as instructed by his Resident Engineer
- Maintaining an excellent filing structure for the easy tracking of documents
- Updating the list of ongoing site project's
- Assisting all Site Supervision Team for all office queries
- Logging and distributions of all site correspondences to Engineers.
- Following up Resident Engineers and other disciplines for the Contractor Material Submittals, Shop Drawings, RFI's etc.,
- Filling internal and external documents and filed according to its reference number assigned.
- Making correspondences as required by the Resident Engineer.

Abu Dhabi Maintenance and Construction Company (ADMAC),  
Abu Dhabi, UAE

As a Document Abu Dhabi Maintenance and Construction Company, Abu Dhabi, following are the duties and responsibilities;

- Handling and maintaining records of all internal and external

correspondences.

- Identify and monitor all documentation that has a dead line and advise the Project Manager of the status.
- Manage the distribution of documents as per the distribution advice by the project manager.
- Establish and maintain an effective filing, archiving and retrieving system for paper documents in accordance with the Company Quality Assurance Procedures.
- Create and maintain a compatible system for effectively filing, archiving and retrieving electronic documents.
- Establish and maintain a tracking facility to enable documents to be updated and retrieved easily.
- Establish and maintain drawing register for all civil, mechanical, plumbing, fire fighting, electrical, coordination and associated builder work shop drawings.
- Establish and maintain Material procurement register for civil, mechanical materials.
- Ensure that only the latest issue documents are available for the use by superseding all obsolete documents.
- Where necessary undertake administration tasks as required by the engineers and other site based staff.
- Ensure Compliance with Quality Procedures.
- Attend Client and Consultant meetings when necessary as advised by the Project Manager.
- Attend and participate in internal meetings.
- Provide Project Manager with weekly/monthly reports for incorporation into the Project Reporting Procedure.
- Upload and download the design and construction drawings using ACONIX and EDMS.
- Collect information for inclusion in the Operation and Maintenance manual.
- Identify ideas for continual improvement of Company Procedures.
- Liaise with and Support Project Staff.
- Support the Project team as a key team player.

Area Software Solutions, Hyderabad, Telangana, India

As a Document Controller at Area Software Solutions, India