CURRICULUM VITAE

WASEEM ABBAS
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OBJECTIVE :

*I stand as a **SNR DOCUMENT CONTROLLER** and **PROJECT CO-ORDINATOR**. Proficient in both roles, I intricately weave precision, exacting financial stewardship, and streamlined operations into every project. My history resonates with a consistent record of exceeding project goals and optimizing intricate workflows. I am eager to ignite your dynamic organization with my leadership, steering project excellence, financial prowess, and operational enhancement.*

1. AL NAUIMI GROUP - SINCE JANUARY-2017 TO APRIL-2023 (6YEARS) - SNR DOCUMENT CONTROLLER

Key Responsibilities:

- ❖ **Hard Copy Document Management:** *Organizing and maintaining physical documents such as contracts, drawings, permits, and regulatory paperwork in an efficient and accessible manner.*
- ❖ **Scanning and Digitization:** *Converting hard copy documents into digital formats through scanning, ensuring the accurate representation of the original documents.*
- ❖ **Database Management:** *Uploading, organizing, and managing digitized documents in electronic document management systems, maintaining consistency and ensuring proper indexing.*
- ❖ **(Physical Storage) Management:** *Overseeing the systematic arrangement and maintenance of hard copy documents in almirahs or physical storage units for easy retrieval and reference.*
- ❖ **Security Measures:** *Implementing security measures for both hard copy and soft copy documents, ensuring restricted access to sensitive information, and maintaining confidentiality.*
- ❖ **Backup and Recovery:** *Establishing procedures for regular backup of electronic documents to prevent data loss and ensuring effective recovery systems are in place in case of system failures.*
- ❖ **Retention Policies:** *Managing retention policies for both hard and soft copy documents, ensuring compliance with legal requirements and company policies regarding document storage duration.*
- ❖ **Document Retrieval Coordination:** *Coordinating the retrieval of hard copy documents from physical storage and digital documents from electronic systems promptly upon request.*
- ❖ **File Organization and Labeling:** *Maintaining a standardized system for labeling and organizing both hard and soft copy documents, ensuring ease of identification and retrieval.*
- ❖ **Physical and Digital Integration**: *Creating strategies to integrate physical and digital document management systems, ensuring coherence and accessibility between the two formats.*
- ❖ **Space Optimization:** *Efficiently utilizing space in almirah's and storage systems for hard copy documents while considering expansion and reorganization as necessary*

2. *Project Management Controller* at *Fourteen Star Technical Services LLC in Dubai, UAE* from July 2007 to December 2016

Key Responsibilities:
- ❖ Planning and Monitoring: Project Controllers assist in creating project plans, schedules, and timelines. They also monitor progress to ensure that the project is on track and milestones are met.
- ❖ Reporting: Project Controllers generate reports and communicate project status, financial data, and key performance indicators to project managers and stakeholders.
- ❖ Documentation: They maintain detailed records of project activities, including financial transactions, contracts, and project plans.
- ❖ Quality Control: They may be responsible for monitoring and improving the quality of project deliverables and processes.
- ❖ Received, issued, log updates and keeping of all the projects related documentations i.e. drawings, specifications, data sheets, design calculations etc.
- ❖ Provide the ability to control the documentation flow, filling/achieving and document handover activities for the project sites, both for the head office and project sites through all phases (engineering, procurement, construction and commissioning etc.) of the project.
- ❖ Provide a review of all the final documentation being generated in both hard copy and electronic versions by project sub-contractors and suppliers in order to ensure that all contractual requirements will be met.
- ❖ Using FTP electronic server and Microsoft outlook application for sharing documents related to the project.
- ❖ Control technical document register (TDR) to ensure the status of all technical documents until getting the approval and control, filling / achieving correspondences, drawings and technical documents, invoices and perform invoice, technical and commercials proposals, pre qualifications and other official non-technical documents.

QUALIFICATIONS
- ❖ B.Sc. in Computer from Aligarh Muslim University, Aligarh in 2006.
- ❖ Diploma in PRIMAVERA. (Planning, costing and scheduling)
- ❖ 12th from U.P. Board in 2001.

Computer Skills:
- ❖ Proficiency in computer skills such as MS-Word, MS- Excel, MS-office 2010, My-SQL, HTML, CSS, ERP and PHP.
- ❖ Team leadership
- ❖ Project Management
- ❖ Worked on P-VII (configuration assembling trouble shooting).
- ❖ Networking installation (XP, Linux, Window 10 & 11)
- ❖ Configure intranet and develop internet portal,

Personal Information:
- ❖ Father's Name > Late Abbas Ali
- ❖ Nationality   > Indian
- ❖ Language   > English, Urdu & Hindi, (read, write and speak fluently)
- ❖ Passport No   > N-9893651
- ❖ Expired PP on > 01/03/2026
- ❖ Hobbies   > Playing football, Chess, Snooker and Hard work..

Date: ……………

Place: ……………   **(Waseem Abbas)**