

CURRICULUM VITAE

MUHAMMAD FAISAL

Email: faisalroomi8@gmail.com

PH: +966 – 503487328

OBJECTIVE:

To seek a professional job opportunity with a reputed organization where my ability and education will be utilized to the maximum level contributing to the success of the organization and self-growth in the company hierarchy.

KEY COMPETENCIES:

I have 8 years of Experience as a Document Controller and 2 years of Experience Purchasing/Procurement Officer in the Construction field. Know about computer software/hardware for office work and effective interpersonal communication skills. Has a strong background in document control, preparation of engineering, construction, and vendor data deliverables such as drawings specifications calculations report final documentation, etc.

SKILLS:

- Strong interpersonal skills with proven ability to effectively interact with multiple organizational units
- Knowledge of Electronic Data Management Systems – EDMS (ACONAX & SAP)
- SAP – material management – (MM)
- Experience in supply chain management
- Good understanding of contracts
- MS Office (Excel, Word, PowerPoint, Outlook) & Adobe Acrobat 7.0 Professional
- Knowledge of AutoCAD, 2D
- Team Management
- Team Leader
- Time Management
- Communication
- Knowledge of IT support systems.

Work Experience

1. As a **PURCHASING / PROCUREMENT OFFICER @ TRIPLE BAY,**
AMALAA REDSEA. PROJECT – AL WAJH
Under (ALFANAR) MEP Construction Department.
From 21 July 2024 to the Date.



الفيضان
alfanar



AMAALA

CURRICULUM VITAE

Work Experience

2. As a **DOCUMENT CONTROLLER / PROCUREMENT OFFICER @ SHEYBARAH HOTEL 10, REDSEA. PROJECT – UMLUJH**

Under (ALFANAR) MEP Construction Department.
From 03 September 2023 to 20 July 2024.



Work Experience

3. As a **DOCUMENT CONTROLLER ADDRESS HOTEL JABAL OMAR Phase-III PROJECT – MAKKAH K.S.A**

Under (ACC) Arabian Construction Company
From 02 October 2021 to 31 August 2023.



Work Experience

4. As a **“DOCUMENT & TIME SHEET CONTROLLER” @ JEDDAH AIRPORT KING ABDUL AZIZ INTERNATIONAL AIRPORT-**

Development Project – JEDDAH (K.S.A)”
Under Saudi Binladen Group (Vision Networks)
From 17 May 2017 to 30, September 2021.



Work Experience

5. **Pactera Data Base Company China**

Period 2nd July 2016 to 15th April 2017.

Designation **Production/ Document Controller**

Work Experience

6. **Habib Construction Company Lt. (PAK)**

Period 2nd February 2012 to 12th May 2014.

Designation **Document Controller**

Career Summary

(Purchasing / Procurement Office)

Duties & responsibilities:

- ❖ A competent professional with nearly 2 years of experience in Procurement and Purchase Operations.
- ❖ Good communication skills and ability to work in a fast-paced team environment
- ❖ Have solid experience using Word, Excel, and ERP systems like SAP or something similar
- ❖ To perform and manage all activities involved in the purchase of materials from local sources as per the company's procedures and methods.

CURRICULUM VITAE

- ❖ To maintain and develop continuous business relationships with local suppliers.
- ❖ Prepare inquiries, Request for quotation Purchase Orders & also prepare material received summary reports.
- ❖ Price comparison to be able to purchase material in the minimum possible time at optimum prices.
- ❖ Experience in a purchasing role with a solid understanding of supply chain requirements
- ❖ Merit of being engaged in contractual & procurement management, sub-contacting, and negotiation practices, pre-qualification, procurement, and project management MEP construction.
- ❖ Expertise in procuring "Project materials with various categories & Grades" such as pipes, fittings, valves, hoses, tools & tackles MEP Constructions Materials & all types of consumables.
- ❖ Expertise in negotiating with suppliers to clarify contracts, delivery, terms of payment, and other issues to optimize cost and delivery time and conditions.
- ❖ Experience of working with ERP / SAP software.
- ❖ Follow the Purchase request entry date through SAP to create electronic PR and PO.
- ❖ Must be able to demonstrate proficiency in MS Office including Word, Excel, and Access, and be capable of learning the SAP Inventory Management software program
- ❖ Timely responses to supplier inquiries

(Document Controller) Manual / Aconex

Duties & responsibilities:

- ❖ A competent professional with nearly 7 years of experience in Document Controller Operations.
- ❖ Received, Issued, logged, updated, and kept all the project-related documentation i.e. Drawings, Specifications, Datasheets, Design Calculations, etc.
- ❖ Provide the ability to control the documentation flow, filing/archiving, and document handover activities for the project sites, both for the Head Office and project sites throughout 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 subcontractors and suppliers to ensure that all contractual requirements will be met.
- ❖ Using FTP Electronic Server and Microsoft Outlook Application for sharing Documents related to the project.
- ❖ Day to Day-to-day liaison with Engineering and Project Document Controllers to ensure efficient and effective control of all project documentation from any source either generated internally or externally.
- ❖ Assist the Tender Team in preparing technical and Commercial Proposals.
- ❖ Control Technical Document Register (TDR) to ensure the status of all Technical Documents until getting approval and control, filing/archiving Correspondences, Drawings and Technical Documents, Invoice and Performa Invoice, Technical and Commercial Proposals, Pre-Qualification and other official non-technical documents.
- ❖ Updating the various project External and Internal NCR log Register and maintaining the Hard Copy & Soft Copy.
- ❖ Record of material Submittals, Sample Submittals, Document of Civil Progress Report, etc.
- ❖ Maintain document logs (Invoice, Transmittal, Correspondence, IR, DTS, FCR & RFI).

CURRICULUM VITAE

- ❖ Receive all incoming documents and distribute them to the departments concerned.
- ❖ Weekly updates of the logs of subcontractor scope submission & distribution.
- ❖ Prepare FCR & RFI submitted to Consultant & Clint through hard and softcopy also update in record.
- ❖ Ensure the correct stamping of all documents or drawings by the prevailing document control procedures.
- ❖ Following and improving document control procedures.

(QA/QC Document Controller)

Duties & responsibilities:

- ❖ Administer and organize documents for construction projects and other development plans to ensure their traceability and availability.
- ❖ Implementation of the document control process to ensure the documentation deliverables and distribution of requirements of the projects are met and properly documented.
- ❖ Responsible for arranging and filing all project documents on-site.
- ❖ Takes Minutes of Meetings in site staff weekly and monthly meetings.
- ❖ Prepare and send site correspondence like memos, letters, transmittals, and other correspondence for the contractors and suppliers for materials and equipment.
- ❖ Collect, update, Prepare, and comply with daily reports of site Engineers and supervisors, for progress and manpower.
- ❖ Prepare Risk Assessment for HSE officers at the site.
- ❖ Control of soft and hard copies of the documents for generation through amendments to the concerned personnel.
- ❖ Submit and follow up on the Notice of Inspection (WIR) report and distribute the status to the personnel concerned.
- ❖ File Material Approved Request (MAR) & material Inspection Report (MIR) in coordination with QA/QC Engineers and inspectors. (Electrical, Mechanical, and Civil).
- ❖ Receive, Submit, and follow up Notice of (NCR) report and distribute the status to the personnel concerned.
- ❖ Perform other administrative functions.

(Time Sheet Controller)

Duties & responsibilities:

- ❖ Responsible for checking site employees' attendance and leaves.
- ❖ Receive a written and electronic account of all hours worked and leave taken for all employees, which in turn is used to enter the data into the timekeeping system.
- ❖ Prepare and validate corrected timesheets, as necessary.
- ❖ Compute wages and deductions and enter data into computers.
- ❖ Compile employee time, production, and payroll data from time sheets and other records.
- ❖ Review timesheets, works charts, wage computations, and other information to detect and reconcile payroll discrepancies.

CURRICULUM VITAE

- ❖ Maintain the whole document & data entry about (IQAMA, MEDICAL CARDS & PERMITS) of all employees working in the organization.
- ❖ Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- ❖ Record employee information, such as exemption, transfer, and resignation, to maintain and update payroll records.
- ❖ Keep informed about changes in tax and deduction laws that apply to the payroll process.
- ❖ Complete a timesheet showing employees' arrival and departure times.
- ❖ Post relevant work hours to client files to bill clients properly.
- ❖ Distribute and collect timecards for each pay period.
- ❖ Compile statistical reports, statements, and summaries related to pay and benefits, and accounts, and submit them to appropriate departments.
- ❖ Tracked the extra hours worked for overtime.
- ❖ Disseminate new policies and procedures to the employees by displaying notices in each department.

Production / Quality Control

- ❖ Prepare a timesheet daily basis
- ❖ Preparing Meeting Presentation
- ❖ Arrange training/Meeting Schedule
- ❖ Receive/submit Production Data
- ❖ Register the incoming and outgoing faxes and mail and distribute them to the concerns.
- ❖ Making sure all documents in files are updated.
- ❖ Updating all staff files in Organization submission format
- ❖ Maintaining and updating the file list every week

Educational Qualification

2011-2015.	Graduate in B.A. Allama Iqbal Open University	Punjab, Pakistan
2009-2011.	Board of Technical Education Islamabad. DAE computer information and technology	RWP Punjab, Pakistan
2004-2005.	Govt. Center model School lower mall Lahore. Matriculation (science)	BISE Lahore, Pakistan

CURRICULUM VITAE

Languages

❖ English	Read/Write/Speak
❖ Urdu	Read/Write/Speak
❖ Arabic	Read/Speak

Extracurricular activities

- ❖ Reading Books
- ❖ Finding new technology.
- ❖ Playing cricket & Games

Personal Information

Name	Muhammad Faisal
Father Name	Chaudhary Muhammad Aslam
Date of Birth	07-11-1989
Marital status	Married
Religion	Islam
Nationality	Pakistani
PASSPORT#	CF8914832
Driving License	Saudi & Pakistani