

Curriculum Vitae



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Objective	To look for a challenging position where I could be a productive and contributive member of an organization to utilize my 14 years' work experience in the field of Document Control and Quality Control.
Career Profile	A Document Controller with 14 years' experience in Construction Industry, with specific experience in Quality Control, documentation and data entry as per project requirements complying with all ISO QMS.
Experience	
McDermott Middle East	Sr.Document Control, McDermott Middle East, Inc., KSA, Al Khobar, head office. <ul style="list-style-type: none">• Input document control set-up information into database.• Issue documents and drawings and update the Electronic Database Management System that covers Engineering & Fabrication deliverables and Vendor Data.• Maintain and update the document distribution matrixes.• Generate transmittals based on document distribution matrixes.• Produce regular document status report & engineering progress report.• Produce KPI's for the Management (Engineering) report.• Coordinate with engineering department on document status and issuing.• Answer queries raised by engineering groups.• Distribute Engineering drawings / document to Engineering & Clients• Compile final documentation dossiers in line with contract requirements.• Update database with Client comments and forward the same to original for action as deemed necessary.• Provide number for new documents base on documentation procedure as required.• Filing drawings on the projects.• Miscellaneous photocopying and scanning.• Other routine document control function.

Jacobs	Document Control Administrator, Sadara Chemical Project, Jubail, Saudi Arabia.
Nov 2013 – Present	<p>Project(s): Sadara Chlorine and Brine Project (EPCM). Total Value: 1.5 billion dollars.</p> <p>Duties and responsibilities of position include:</p> <ul style="list-style-type: none"> • Establishing procedures for and implementing the introduction of changes to engineering documents for assigned project. • Reviewing and analyzing released engineering change data and coordinating changes with engineering, quality and support. • Ensuring that customer requirements are implemented. • Reviewing change accounting activity to ensure compliance with contract requirements and configuration management policies. • Maintaining document control system conforming to ISO Quality Management System, total control of QA/QC documents including Project Quality Assurance Manual, Project Specifications, Method Statements, Quality Verifying Documents, Drawings, Welding Procedure Specifications, Welders Qualification Test Records, and Calibration Certificates of instruments. • Receiving and maintaining updating of drawings and documents of all disciplines to ensure drawings / documents used are of current issue or latest revision for implementation; filing and maintenance of documents for easy traceability and retrieval. • Notifying the contractor for taking appropriate action on the pending documents. • Updating the incoming and outgoing transmittal Registers. • Updating the material approval & Engineering IFC Drawings Registers.
SK E&C	Document Control, Wasit Project, Khursaniyah, Saudi Arabia.
Jun – Nov 2013	<p>Project(s): Saudi Aramco Wasit Gas Plant.</p> <p>Duties and responsibilities of position included:</p> <ul style="list-style-type: none"> • Reviewing daily welding reports and ensuring actual activities are aligned with those reports. • Receiving weekly construction reports and sending them to the client for approval after review. • Encoding DWRI, RT, MT, PWHT, PT & HT report in C-Works SK E&C's system. • Tracking the pending documents through weekly progress reports • Manual following up with the client's internal team to get an expected schedule for all pending documents.
MOHAMMAD	Document Controller, Dammam, Saudi Arabia.
AL-MOJIL	

**GROUP
(MMG)**

**April 2006 –
Jun 2013**

Project(s): DPC- 811, ARAMCO Fabrication Yard NAPD/OPD -TANAJIB
Duties and responsibilities of position included:

- Receiving and maintaining on-time updating of drawings of all disciplines and maintaining / updating of Calibration Register of all testing instruments / welding machines and to make sure the drawings used are of current issue or latest revision for implementation.
- Maintaining complete log of documents transmitted to and received from clients including drawings, letters / transmittals, field memos, field revision instructions, request for information, handover documents, approved Quality Control Inspection Plan, surveillance reports and NCR, if any, minutes of meeting, test reports of NDT and QVD forms of all disciplines to cope with the requirements of ISO annual audit, quarterly audit of Client and Owner, quarterly internal audit of Corporate Management to ensure that clearly defined document policy is maintained.
- Periodical updating resume of QC Inspectors, technicians of NDT laboratories, NDT sub-contractors test equipment calibration validity.
- Gathering information on different reports and implement them in one consolidated report which is sent to the client for review and approval.
- Preparation and submittal of Daily Field Inspection Request to the Client based on RFI (Request for Inspection) submitted by field Supervisors / Foremen.
- Compiling of total weld production and prepare Weekly Weld Repair Statistics of all field weld joints using Access designed program developed by MMG and preparing weekly reports to Corporate QA/QC Manager.
- Maintaining and updating calibration register of all instruments and equipment used in the project; ensure welder qualification test records are valid and updated, NDT coordination with client and sub-contractors.
- Final turnover of documents to Client including NDT reports.
- Updating Manpower QA/QC Department.

Education

- General Higher Secondary –Passed
- Training program for Diploma in Computer Maintenance (2 Years) From, Jeddah International Computer Institute.

**Skills &
Expertise**

Construction drawings, document control, ISO QMS, work well independently and cooperatively, very good oral and written communication skills, very good English and native Arabic, Microsoft Office, problem-solving skills, work under pressure, initiation to learn and develop, behavior management, dedication to work.