



Curriculum Vitae (CV)

Name: Omer Farooq

Current Address: Abu Dhabi (UAE)

Mobile No:- +971-547952672

Driving License: Yes

Objectives

To earn a challenging position in a prestigious and esteemed institution that provides an opportunity to demonstrate skills acquired over the course of my professional studies and a competitive and encouraging environment that utilizes and develops my leadership and interpersonal skills to the utmost.

General Skills

Office administration, Requirements gathering & documentation & document control, Strong organizational abilities & creative problem solver, Confident & Willing to take new work challenges, Good Communication Skill, adaptability & Able to perform work under pressure Good MS Office knowledge.

Education Qualification

- Matric with science with excellent remarks.
- DAE Mechanical (Diploma of Associate Engineering in Mechanical).
- HSE Certification (IOSH, OSHA & NEBOSH) Completed.
- Basic Course of Computer from Staff Technical Teacher Training College Faisalabad Pakistan.

Area of Expertise

- Document Controller
- Joining Control & Mobilization/Demobilization
- Timekeeping
- Admin & General Affairs
- HR & Personnel

Work Experience In Abroad



26-Sep-2022 To Till now

Document Controller

Company : SAMSUNG C&T
Project : HVDC Lightning.
Client : ADNOC

Duties & Responsibilities:

- Submit documents through ACONEX, initiate workflow, create transmittal, Interface Query, Technical Query, MOM, DPR etc...
- Create Workflow Template & Maintain Project Directory as per Project requirement and Create ACONEX Account for project employees.
- Receiving the documents from Engineer Department and subcontractor, review the document templates and initiate workflow/Transmittal.
- Attend external and internal auditors, providing in-depth assistance with periodic audits.
- Updating/controlling logs (Incoming & Outgoing Letters, Transmittal Logs, TQ & IFQ Logs)
- Send/contact with Oracle service center for Service request.
- Transmit Minutes of meeting & Daily Progress Report through ACONEX
- Attend ACONEX meeting with ADNOC & Owners Engineer
- Upload the Project Documents in Samsung Internal software - SPMIS



FAST Consortium Riyadh Metro Project in Saudi Arabia (Total 6 years).

Document Controller

(With Procurement Department)



Fast Consortium

Company

20-Dec-2020 TO 26-Aug-2022 - (1 Year)

Duties & Responsibilities:

- Receiving orders and document arrivals
- Preparing requisitions
- Preparing all documents according to the request.
- Creating PO & SO (Purchase order & Service order).
- Checking awarding status on daily base.
- Once approved in PCC system send to supplier PO / SO for stamping & signature.
- Getting sign by Managers & share scan copy to all relevant staff.
- Keeping maintain record in soft & hard copy.

Document Controller

(With Technical Department)



Fast Consortium Company

20-Dec-2017 TO 19-Dec-2020 - (3 Years)

Duties & Responsibilities:

- Create Workflow Template & Maintain Project Directory as per Project requirement and Create ACONEX Account for project employees.

- Receiving the documents from technical department and subcontractor, review the document templates and initiate workflow/Transmittal.
- Coordinate all activities related to Document Control system, including technical documents, shop drawings, Request for information (RFI) and other related correspondences.
- Receives and stamp incoming official documents from project site and office.
- Input & Output documents data into the standard registers (log) ensuring that the information is accurate and up to date for distribution purposes.
- Ensure that controlled copies of latest approved documents are given to the appropriate employee.
- Creates folders and segregates files in the system (server) for each discipline related to Structural, Architectural department.
- Categorize the files based on their latest revisions, superseding the unnecessary for safekeeping and record.
- Preparing progress reports for the submitted documents on a daily basis.
- Preparing transmittal / submittal for RFI, Shop drawings and any types of documents for official submission for project site and office.
- Ensures proper document classification, sorting, filing and proper electronic archiving.
- Scanning, image, organize and maintain hard copies of documents for record purposes.

HR Assistant



Fast Consortium Company

20-Dec-2016 TO 19-Dec-2017 - (1 Year)

Duties & Responsibilities:

- Informing about the new arrivals of employees to all the concerned department before /after joining for site/department allocations (bulk and individual).
- Complete the joining procedures of new employee's arrived local/overseas.
- Update the master list employee HR biodata in coordination with Recruitment Team.
- Coordination with HSE team for Safety Induction & providing PPEs.
- Coordination with Camps for arrangement of food, accommodation and transportation of employees considering the number of manpower and teams on sites
- Checking timesheet of all staff and labors on daily and monthly basis.
- Maintaining and updating personal files of employees.
- Preparation of contract documents and track the renewal/expiry of contracts.
- Notify the Department Managers for upcoming employee's contract expiry and plans for renewals/extensions considering the Project Manpower Mobilization Plan.
- Preparation of necessary approval documents related to recruitment & joining reports, leave applications, terminations and demobilization etc..
- Following up day to day issues with line accountants such as vacation, severance, cash salaries etc..
- Following up bank account opening for staff & labors.
- Preparation of employee's iqama issuance, renewals, final exits and exit reentry approvals.
- Registration biometric fingers of all employees.
- Coordinate with transport manager & site engineers for facility related matters.
- Update mobilization plan of all employee's & contract status and check for modifications as per the Project progress status.
- Following up monthly timesheet of all employee's and coordinate and assist

the HROfficer for preparation of monthly payrolls.

- Coordinate with general services regarding Air ticket of all employees.
- Prepare and handle the job modification and salary review process based on the evaluationReports and recommendation from the concerned departments.
- Follow up daily issue with Site Incharge regarding labor rotations and food update

Safety Supervisor

Company : FAST Consortium
Project : Riyadh Metro.
Client : ARRIYADH DEVELOPMENT AUTHORITY.

19-Dec-2015 To 19-Dec-2016 - (1 Year)

Responsibilities:

- Daily area inspection of hazard & immediate action.
- Preparation of HSE monthly activity plan.
- Conducting safety committee meetings.
- Supervising & implementing HSE Policy.
- Daily inspection of vehicles, Equipment's & Lifting Tools & Tackles.
- Training & inspection of fire Fighting Equipment's.
- Organizing, coordinating & conducting educational & training to all employees at different levels.
- Coordinating Monthly internal audit & filling of Documentation.
- Safety motivation, prize distribution to encourage workers.
- Site work activities, hazard, identification & prevention.

Computer knowledge

Knowledge of Microsoft office.

- Word
- Excel
- Power Point
- Adobe Acrobat
- Aconex (Oracle)
- Primavera Unifier
- Outlook & Internet

Personnel Details

Date of Birth : December 02, 1991
Marital Status : Married
Nationality : Pakistani
Language spoken : English, Arabic & Urdu.
Religion : Muslim
Email : uf629563@gmail.com
Current Place : Abu Dhabi (UAE)

Overall Qualification

Well focused, innovative, motivated, sustain poise under pressure, maintain good reports, capable of working independently being part of the team fast learner and always seeking to develop self-esteem.