



IMRAN KHAN

DOCUMENT CONTROLLER

+971 563285597

Imranabroad786@gmail.com

Abu Dhabi, UAE

CURRENT STATUS

VISA STATUS	Employment
AVAILABILITY	1 Month
LOCATION	Abu Dhabi

PASSPORT DETAILS

PASSPORT NO	V-2901784
ISSUE DATE	25.08.2022
EXPIRY DATE	24.08.2032
PLACE OF ISSUE	Abu Dhabi

LANGUAGE KNOWN

- Hindi
- English
- Urdu

TECHNICAL SKILLS

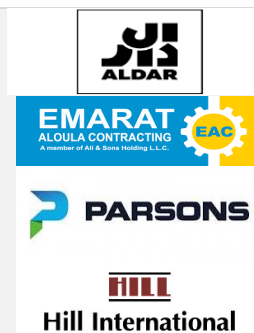
- SCADA Operating
- BMS Operating

PROFESSIONAL SUMMARY

Document Controller with 7 years of experience in managing project documentation for construction and engineering projects. Proficient in Aconex (Oracle) for document control, transmittals, workflows, and correspondence tracking. Skilled in maintaining accurate records, ensuring version control, and meeting compliance standards. Experienced in coordinating with project teams, consultants, and contractors to ensure timely document submission and approval. Adept at preparing logs, reports, and document registers. Known for attention to detail, organizational skills, and the ability to work under pressure. Committed to supporting smooth project execution through efficient document management.

GULF EXPERIENCE – 7 YEARS

COMPANY



EMARAT ALOULA CONTRACTING (ALI & SONS)

POSITION	Document Controller
CLIENT	TDIC & ALDAR PROPERTIES PJSC
CONSULTANT	Hill International & Parsons Corp.
CONTRACTOR	EMARAT ALOULA CONTRACTING
PROJECT	Aldar O&M Services for Shams, Saadiyat Island & Saraya
DURATION	OCT 2020 - Now

COMPANY



ESNAAD NATIONAL CONSTRUCTION

POSITION	DOCUMENT CONTROLLER
CONTRACTOR	ESNAAD NATIONAL CONSTRUCTIONS
PROJECT	CMW (COMMAND OF MILITARY WORKS)
DURATION	JAN-2020 to OCT-2020

COMPANY



KHARAFI NATIONAL LLC (EMARAT ALOULA)

POSITION	OFFICE ASSISTANT
CLIENT	TDIC
CONSULTANT	Parsons Corp.
CONTRACTOR	Kharaf National LLC (Emarat Aloula Contracting)
PROJECT	STP2- O&M
DURATION	JULY 2018 – DEC-2019

INDIA EXPERIENCE – 5.8 YEARS

POSITION	DOCUMENT CONTROLLER
COMPANY	TATA MOTORS FINANCE
DURATION	SEP-2012 to MAY-2018

COMPUTER SKILLS

- MS Office
- Aconex
- CAFM System
- Canva
- WordPress / Web Design
- Adobe Acrobat
- Outlook

STRENGTHS

- Multitasking Abilities
- Self-motivated Professional
- Leadership
- Honest
- Problem Solving
- Trustworthy
- Smart Worker
- Responsible

PERSONAL DETAILS

NAME	IMRAN KHAN
FATHER'S NAME	JAMAL AHMAD KHAN
SEX	MALE
NATIONALITY	INDIAN
MARITAL STATUS	MARRIED
MOBILE NO	+971563285597

Responsibilities:

- ✓ Check all incoming drawings and documents (e.g., document number, discipline, revision, etc.) before receiving and preparing them for internal distribution.
- ✓ Record all incoming drawings and documents in a log and update the status of all revised and resubmitted documents and drawings.
- ✓ Distribute received documents and drawings according to the company distribution matrix and monitor their progress.
- ✓ Prepare outgoing transmittals for all reviewed/approved document and drawing submittals, send them to the concerned or originating companies, and update the log.
- ✓ Scan all received and reviewed/approved documents and drawings and save them in their respective folders according to the company's project filing system.
- ✓ Maintain an organized and efficient filing system (both hard and soft copies) of all drawings and documents as per company procedures, ensuring easy retrieval from the archive when requested.
- ✓ Generate regular reports of all processed and distributed drawings and documents, as well as those scheduled for issuance, and send them to department managers or responsible personnel for comments and updates.
- ✓ Prepare and Submit the Proposals (Quotations) and VINs to the client and maintain a log sheet of all revised & resubmitted, approved, and rejected documents and transmittals.
- ✓ Prepare monthly progress reports and assist in the preparation of bill quantities.
- ✓ Prepare gate passes for employees/materials and work permits and obtain approval from the client.
- ✓ Manage, save, and update all records of work orders and emails.
- ✓ Prepare all documents, handle correspondence, and organize files according to company procedure.
- ✓ Prepare and submit monthly and weekly reports, material submittals, material inspection reports, sign-off sheets, work inspection reports, incident reports, etc., using Aconex.

EDUCATION DETAILS

QUALIFICATION	PASSING YEAR	UNIVERSITY/BOARD
PASSED three-year Diploma in the trade of Mechanical Engineer	2012	West Bengal State Council of Technical Education
Matriculation (10th)	2009	JAC, RANCHI

TRAINING & CERTIFICATION

Computer Application for One-Year Diploma in Horizon Computer Training Centre.

- MS Office
- Adobe Acrobat

DECLARATION

I hereby declare that the given above all the details are true according to the best of my knowledge.

Place:

Date:

IMRAN KHAN