

## **SYED AMIR IRSHAD**

Contact Details:

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### **CAREER OBJECTIVE**

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To secure a challenging position in a reputed organization to utilize my knowledge, skills & experience for the achievement of organizational goals and personal development.

### **WORK EXPERIENCE**

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#### **Art Line Contracting Co. L.L.C as Admin/Documentation Coordinator**

**Sep'21 till now**

- Hiring, supervising, and evaluating staff members.
- Delegating tasks and ensuring that they are completed in accordance with existing policies and procedures.
- Greeting visitors and directing them to the appropriate parties.
- Handling basic office duties, such as answering and routing phones, responding to emails, data entry, and reporting.
- Answering questions and finding information for employees, vendors, clients, and lenders.
- Supporting employees by facilitating interdepartmental communications and interactions between internal and external parties.
- Ensuring that the office is well-maintained, organized, and secure.
- Assisting with special projects, such as process improvements and budget development.
- Developing and implementing new policies and processes.

#### **Al Muhanad Electro Mechanical L.L.C**

**April 2019 till August 2021**

**Current Project: Sr. Document Controller at**

**1-Arab Marine Academy Project-Khorfakkan Sharjah**

**2-Amphitheatre Project-Khorfakkan Sharjah**

**3-Al Suhub Rest House-Khorfakkan Sharjah**

**4-Sheed Park Project-Khorfakkan Sharjah**

- Answer all inquiries and incoming routine mails. In accordance with the instruction's direct mails to relevant disciplines.
- Managing all filing systems to enable rapid access to all company documents.
- Establish and maintain a centralized system for the control of company correspondence.
- Maintain up to date database register showing document details and revision status.

- Arrange the drawing/material as a numbering system and coordinate the same Mai Contractor and Sub-Contractors & Subcontractors.
- Logging of all correspondence, drawings, vendor drawings, purchase orders, datasheets, etc. and generate internal transmittal for internal circulation of the same.
- Co-ordination and control of Engineering Documentation, QC documentation (inspection records), suppliers' documentation, subcontractor's documentation with client/contractor as well as internal review approval of subcontractor's documentation.
- Arrange the monthly biweekly, weekly reports as per the updated logs of all correspondence for client/consultant management review.
- Arrange the monthly interim payment certificate as per instruction by the manager.
- Type all the correspondence (letters/emails) internal/external for client, consultant, subcontractors & forward them by email/faxes (for information and record).
- Ensuring that all involved parties received the correspondence (drawing, documents, and emails).
- Arrange the material requisition for the required material at the project and coordinate with the supplier for delivery.
- Planning and controlling project expenditure, petty cash, and related items.
- Other responsibilities as may be delegated by the project manager.

#### **MS Construction L.L.C. Dubai UAE- Document Controller**

**Oct 2018 till July 2019**

**Current Project:** Meydan One Mall Project.

#### **Drake & Scull Engineering LLC Dubai UAE-Sr. Document Controller/Admin Coordinator**

**Sept 2013 till 2018**

**Project Completed:**

- 1- Sheik Zayed Military Hospital Project, Maliha, Sharjah.
- 2- Fountain View Project, Dubai.

#### **SIEMENS Engg Co. Ltd.**

**132kV Substation Project Execution (Feb 2008-Oct 2012)**

**Position Held:** Document Controller at 3 x 132kV Substations Turnkey Project of Department of Civil Aviation (Dubai)

#### **EDUCATION**

<b><u>Institution / Board</u></b>	<b><u>Year of Passing</u></b>	<b><u>Degree / Certificate</u></b>
• <b>University of Allahabad</b>	<b>2005</b>	<b>B.A in Economics</b>
• <b>U.P. Board</b>	<b>2001</b>	<b>H.S.C.</b>
• <b>I.C.S.E. Board</b>	<b>1999</b>	<b>S.S.C</b>

#### **COMPUTER SKILLS**

- MS office Application programs; MS Word, Excel and Power Point.
- Basic knowledge of SAP in order to Generate P.O and Purchase Request.
- Good Knowledge of Oracle, working on ERP in Order to raise Material Request, Booking Petty Cash Claims.

#### **LANGAUGE SKILLS**

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- English
- Hindi

#### **PERSONAL DATA**

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- Father's Name : Syed Irshad Ahmad
- Date of Birth : 15<sup>th</sup> December, 1984
- Martial Status : Married
- Religion : Islam
- Address : India
- Mobile number : +971 0508378005
- Email : [syed.aamir.irshad@gmail.com](mailto:syed.aamir.irshad@gmail.com)
- Passport No : G0104668
- Driving License : Available.

#### **REFERENCES**

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- Will be furnished on request