

Curriculum Vitae



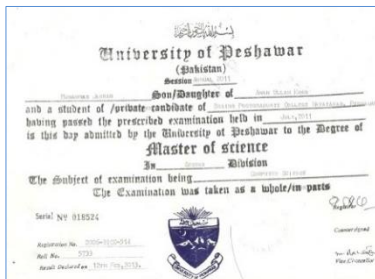
Muhammad Jabran
Sr. Document Controller &
Administrator & QHSE Coordinator

PO. Box: 112364,
Abu Dhabi, U.A.E.

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CAREER OBJECTIVE

Consistently seeks a more ambitious and broader view of attaining professional growth, self-esteem enhancement and craving for a dignified supervisory profile to utilize gained skills and management expertise.

PROFILE SUMMARY

Bilingual Professional with more than 09 years in U.AE with rich and insightful experience in Office Secretarial, Document Controlling, Administration, Vendor Coordinator, Project co-ordination, Back Office Operations.

Experience in QHSE department & Technical Tendering Dept. and General Document Controller & /Procurement/Contracting filed.

Proficiency in Microsoft Office Applications (Word, Excel, PowerPoint) and Aconex & Visio & Outlook & Photoshop.

Fluent English & Urdu Languages in writing, reading, typing and report writing
Efficient organizational, administrative and time management skills.

PERSONAL INFORMATION

Father Name	: Aman Ullah Khan
Date of Birth	: June 08, 1988
Marital Status	: Married
Religion	: Islam
Nationality	: Pakistan
Passport no & Expire Date	: AM8024913 & April 04, 2026
Visa Status	: Employment (Transferable)
License Issue date & type	: September 22, 2016 & Auto LTV (UAE)

EDUCATION

- ♣ MSC in Computer Science 2011 from University of Peshawar
<http://www.uop.edu.pk> Pakistan.
- ♣ BSC in Computer Science 2008 from University of Peshawar
<http://www.uop.edu.pk> Pakistan.
- ♣ FSC in Computer Science 2006 Board of Intermediate & Secondary Education Kohat <https://www.bisekt.edu.pk> Pakistan.
- ♣ Metric in General Science Group 2004 Board of Intermediate & Secondary Education Kohat <https://www.bisekt.edu.pk> Pakistan.

TRAINING / CERTIFICATES

- ♣ QMS ISO 9001:2015 Lead Auditor Course from Bureau Veritas.
- ♣ Oracle and Windows Linux Oranet Institutes in Lahore 2012.
- ♣ Basic computers one-year certificate 2008 Government Technical Collage Kohat.
- ♣ Computer hardware certificate 2005 six months' skill development.

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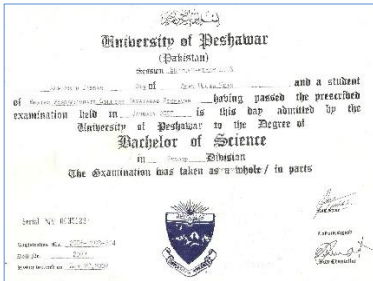
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WORK EXPERIENCE

- ♣ Senior Document Controller in Head Office and QHSE Coordinator with Combined Group Contracting Co. www.combinedgroup.net from September 2014 to present time.
- ♣ Administrator works with OGDC Company Pakistan from January 2012 to Dec 2013.

DUTIES AND RESPONSIBILITIES:

The following are some of my duties and responsibilities:

DOCUMENT CONTROLLER - HEAD OFFICE

- ♣ Manage the flow of documents as per ISO standard.
- ♣ Distribution of all documents in related to department as per distribution guide.
- ♣ Create and updated Company Profiles (General, Infra, Building and MEP).
- ♣ Manage the distribution of all project & Department Invoices, Local Purchase Order (LPO), Purchase Order (PO), Letter of Award, Addendum and all Contracts Agreement.
- ♣ Electronic & Hard copy filing as per the Management.
- ♣ Responsible for the proper handling of files and ensure that the confidentiality of sensitive information is protected.
- ♣ Verify and distribute incoming and outgoing documents.
- ♣ Upload all incoming and outgoing documents in the server.
- ♣ Maintain log of incoming and outgoing documents.
- ♣ Maintain file index and record retention plan.
- ♣ Maintain all completed project documents soft and hard copy.
- ♣ Schedule meetings and manage the Department Head's diary in order to ensure priority to urgent and important requests.

TECHNICAL TENDER

- ♣ Receiving and distributing Tender Invitations in accordance to related Distribution list.
- ♣ Preparing Project details for all received tenders for management review and follow up with management to obtain the confirmation of participation.
- ♣ Preparing technical Matrix of Responsibilities for the tender submission.
- ♣ Preparing, reviewing & compiling Technical files for the tender submission.
- ♣ Providing full support and coordination for the QAQC team and QAQC Manager.
- ♣ Receiving, filing and distributing all Quotations from Subcontractors/suppliers.
- ♣ Coordinating with corporate offices for all tender and submissions related matters.
- ♣ Preparing pre-qualification, technical presentations.
- ♣ Communicating with Joint Venture partner for preparing the technical.
- ♣ Handle general clerical duties including photocopying, faxing etc.
- ♣ Maintains and updates the enrollment database
- ♣ Resolves routine, day-to-day administrative issues.
- ♣ Create and update organization chart for tender documents, Department and Projects.
- ♣ Review CV's held in database to identify suitable candidates & extract those suitable for consideration.

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QA/QC

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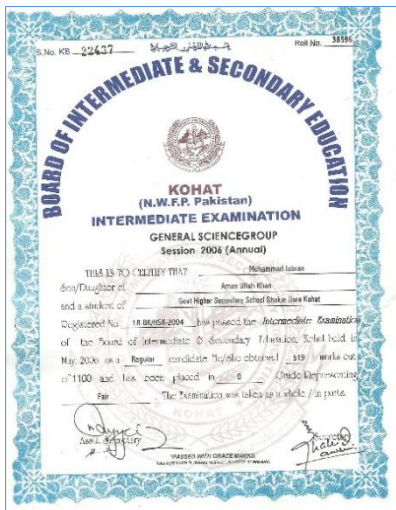
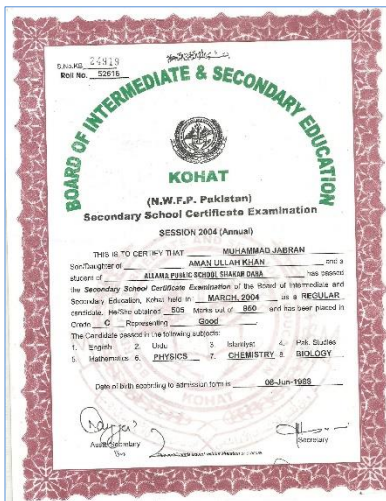
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- Coordination to QA/QC Manager for developing Quality Management System/ Quality Plan for entire project.
- Taking necessary and positive action for the implementation of quality principles.
- Prepare monthly and weekly meeting agenda in according with QA/QC Manager.
- Coordination with quality auditors and providing all necessary details and information required for transparent results and evaluation.
- Reporting of Project Quality Manager responsible for all QA/QC related matters.
- Coordinator for the project quality documents.
- Prepare Notification for Audit.
- Maintaining audit report & audit notifications Internal (Depts. & Projects) and External audits (Subcontractors & Suppliers), updating the audit register and ensuring that open Corrective Action Request and Non Conformance Reports are closed.
- Maintain the master copy of Quality Management System (QMS).
- Update Quality Procedures and Quality Forms.
- Ensure the current QMS forms are being use.
- Review and ensure Non-Conformity Reports up to date.
- Maintain QHSE documents and records.
- Daily scheduling & sending the people of HSE training.
- Maintain waste monthly reports for all projects.
- Maintain weekly quality reports for all projects.
- Updating 3rd party audit reports.
- CV on Company formatting and updating all staff employers.

DECLARATION

I hereby declare that the information furnished above is factual and correct to the best of my Knowledge and belief. Reference will be provided upon request.

Muhammad Jabran

Thanking for Best Regards.