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| |  |  |  | | --- | --- | --- | | **Md. Asif Iqbal Rehman** | |  | | --- | | C-23, C-Block ,Tigri Extension,  Near Sainath Public School,  New Delhi-110062 | | |
| |  | | --- | | asif.iqbal.rehman@gmail.com M: 9899884191,8383941935 | |

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**Summary**

Experience as a Document Controller worked for international leaders in engineering services.On the Job experience includes the creation, implementation and maintenance of Document Management Systems, Engineering Documents and Vendor Documents

**Professional Experience**

**Systra MVA Consulting (India) Private Limited** 27th February,2018 - 07th July,2020

Project Assistant

1. Manage and maintain all controlled company documents
2. Take charge of all document identification, classification and filing
3. Ensure revised documents/drawings are accessible to the concerned departments
4. Conform to company enforced specifications and Document Control Procedures
5. Check and edit incoming documents and prepare for distribution
6. Create document filing and organizing systems that are both effective and efficient
7. Make available, notify and distribute documents to relevant recipients
8. Confirm delivery of documents to proper personnel
9. Collaborate and communicate with managers and project leaders
10. **Major Project**: Jakarta LRT Project

**Punj Lloyd Limited**

Document Controller 10th May, 2016 – 11th May, 2017

1. We receive the electronic copies (PDF/Excel) of documents/drawings from Punj Lloyd Engineering (PLE) through an email notification is required for each submission.
2. Documents/Drawings are downloaded from GOLMINE (an internal database where soft copies of drawings/documents are kept by PLE DCC.
3. After downloading we have to check the quality of the document/drawings (e.g. document number. title, revision and date).
4. After quality check if the documents/drawings needs any correction we sent a mail to PLE DCC asking them to resubmit the drawings/documents with correction.
5. If the documents/drawings are correct we process the documents/drawings by making

Transmittal and sent the Transmittal along with documents/drawings to Client DCC.

1. Commented copies from client on documents/drawings are reloaded in GOLDMINE for further implementation of comments by client for re-submission. This process continues until the documents/drawings get approved.
2. **Major Project**: Orpic Project

**Fluor Daniel India Private Limited**  11th May, 2015 – 6th May, 2016

Document Controller

1. We receive document/drawing from discipline engineer and after receiving the document/drawing we must check the quality of the document/drawing.
2. Collect the hardcopies from the originator. Update the document profile in ProArc, attach the documents (pdf only). Use the standard guidelines and project specific checklist.
3. Issue the documents through Engineer Squad Check workflow. The distribution should be as per the reviewers mark in the OIF form. Use discipline activities.
4. We will combine the all squad check documents along squad check notice and will prepare the review files as per the standard EDR procedure. The review file name will contain the SSCN number and due date.
5. We will attach the review file in the EDR archive and close the QA activity after doing the quality check thru checklist. A system generated auto email will be available to all the reviewers in their discipline activity box.
6. Reviewers are required to review the documents thru their discipline activity box and close the activity list as per the EDR training/guidelines given to all the reviewers by us.
7. The Originating Discipline Engineer will instruct us through email to close the squad check and prepare the archive file.
8. After receiving email notification from Originating Discipline Engineer we will end the review and will create the archive file and end the review. The EDR status will be changed from “Sqck” to “Final” “Completed”. PDDM will upload in the archive file in EDR archive and will inform RE through email. The file name will be changed from Review to Archive.
9. **Major Project**: RIL (R3GC), Jamnagar (Gujrat)

**Alstom India Limited** 2ndJune 2006 – 7th May, 2015

Document Controller

1. Coordinate all activities related to the Document Control procedures, including technical documents, drawings and commercial correspondence.
2. Daily routine activities of document control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
3. Expediting Documentation, necessary follow-ups with concerned parties involved in the document, taking correct action to guarantee the availability of documents to required timeline.
4. Maintain the files and control logs as required by the project.
5. Ensures the maintenance of day-to-day filing and retrieval operations at the document control office and all documents are filed in safe custody and making records easy and fast retrieval by computerized system as and when required.
6. Developing electronic filing and archive system and technical library for easy to issuance, storage, retrieval and management of documents that must be controlled and kept for audit/internal requirements.
7. **Major Projects**: Medupi, Kusile, Sohar, Belchatow, Cycofos

**Academic Qualification**

1. Master of Arts (History) from Annamalai University.
2. Bachelor of Arts from Maharishi Dayanand Saraswati College (Suratgarh, Rajasthan).
3. 10+2 from C.B.S.E (Suratgarh, Rajasthan).

**Technical Qualification**

Diploma in Information Technology from Sikkim Manipal University.

**Computer Skills and Document Control Software**

1. MS-Office (Word, Excel).
2. Document Control Software: Autodesk Vault 2012, Pro Arc, Goldmine, Mezzoteam

**Personal Details**

1. **Father’s Name** Md. Nazibur Rehman
2. **Date of Birth** 20th April, 1980
3. **Languages known** English, Hindi and Assamese
4. **Personality traits** Co-operative, Fast learner and Adaptable
5. **Marital status** Married
6. **Nationality** Indian
7. **Mobile No.** 9899884191,8383941935

Place: New Delhi

Date: Md. Asif Iqbal Rehman