

# Kunhahamed Nasser

## Document Controller

**Education**

Degree in Bachelor of Arts  
Mahathma Gandhi  
University, Kerala, Indian,  
1989

Diploma in MS office, MS  
Project

**Trainings:**

ACONEX Document  
Management System  
Web based Document Control  
Management  
Conject Document Management System  
ISO9001- Basic Introduction by BVQI  
Document Archiving and Storage  
Database Training  
Crown Relocation Document  
Management Company  
First Aid and Fire Warden Training

**Years of experience**

24

**Language skills**

English, Arabic, Malayalam,  
Hindi, Urdu

**Nationality**

Indian

**Contact Info.**

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More than 24 years of experience in the region as Document Controller and Project Administrator supporting all Project Management & Control functions

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### Career Objective

Looking forward to challenging roles in Document Control and Project Administration

### Career Summary

2019 – till date : Office Administrator (HS Food Industries, India)  
2007 – 2019 : Senior Document Controller & Project Administrator (AECOM, Abu Dhabi)  
1995 – 2007 : Document Controller (MAPCO LLC, Abu Dhabi)

### Professional Trainings

- ACONEX Document Management System
- Web based Document Control Management
- Conject Document Management System
- ISO9001- Basic Introduction by BVQI
- Document Archiving and Storage Database Training
- Crown Relocation Document Management Company
- First Aid and Fire Warden Training
- Project Controls & Reporting Training
- Project Management Concepts Training
- Computer Applications & Office Tools
- Arabic Language Basic Cours

## Detailed experience

2019 – till date

**HS FOOD INDUSTRIES, India**

### Office Administrator

#### Responsibilities:

- Overall administration and management of the offices, resources and assets.
- Managing accounts team, preparation of sales reports and business presentations.

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October -2017 -July 2019

**AECOM Engineering Company, UAE**

### Project: Al Noor Hospital, Abu Dhabi

Lead Document Controller

#### Responsibilities:

- Managing flow of official documents, Quality checking and Quality assurance before processing.
- Checking and preparation of Work Verification Orders.
- Scrutiny of incoming and outgoing correspondences and assuring its proper recording.
- Controlling and keeping confidentiality of bid documents and its process.
- Managing internal official documents within the company/organization.
- Assisting and supporting data management development team and proper usage.
- Issue and registering of all technical drawings/documents to the company's database before forwarding them to the contractors/suppliers and client.
- Distribution of all technical documents and drawings that has to be review by respective engineer with regards to their discipline.
- Preparation of transmittal and all documents/drawings listed on it before forwarding them to client and vendor.
- Follow up and tracking of technical drawings to the respective engineers for their review and comments.
- Registration of all incoming project related documents/ drawings and all vendor data on the company's database management system.
- Controlling all technical drawings/documents such as as-built and construction drawings.

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January 2, 2015 – April 8, 2017

### Project: Shams Meera, Abu Dhabi, United Arab Emirates

Document Controller and Project Administrator

#### Job Description:

- Uploading of documents and correspondences into Aconex System.
- Preparing/typing letters, transmittals etc.
- Keeping record of RFIs, NCR, SOR, CIV & EI and its replies.
- Control the flow of site inspection requests
- Updating of filing and registration of incoming and outgoing documents.
- Monthly Timesheet & Monthly Invoice preparation.
- Overdue Documents report to RE and following Engineers weekly basis and chase them up and clear the system.

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December 12, 2015 – December 2014

### Project: Musanada, Abu Dhabi, United Arab Emirates

Lead Document Controller

This role involved complete management of all DC functions; a close co-ordination between the Client, Consultants and Contractors. Identify villas between allocated, ready for allocation and not allotted for the following packages:

- 786 Residential Units in Ghayathi City Western Region Sector -1 & 2
- Bid'a Al Mutawa 60 Villas Housing Project
- Umml Al Astan 20 Villas Housing Project
- Al Yabanna 20 Villas Housing & Infrastructure Project

#### Responsibilities:

- Uploading of documents and correspondences to Proliance System.

- Preparing/typing letters, transmittals etc.
- Keeping record of RFIs , NCR , SOR, CIV & EI and its replies.
- Control the flow of site inspection requests
- Updating of filing and registration of incoming and outgoing documents.
- Copying and printing of documents.
- Archiving of Documents, putting the current Correspondences & drawings on hangers for each project, preparing labels for each rack and updating Archive Drawing Register.
- Ensure that all existing drawings are the latest revision (master and working copies) for the engineer's Use.
- Responsible for the maintenance of document archives and document reproduction.
- Check that all documents distributed are recorded and controlled.
- Ensure all documentations and drawings are correctly identified, coded, registered and filed in such manner that it can be easily retrievable.
- Scan all project related documents (technical, vendor, correspondence related to the project) and ensuring backups for future use.
- Generate weekly report of issue technical documents/ drawings and vendor data received through the company's database management system.

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#### **Other Project Administration & DC Roles Handled at AECOM:**

##### **Project: Etihad Tower**

Document Controller& Project Administrator

##### **Projects: Al Otaiba Workers Residential City, Mafraq, Abu Dhabi, United Arab Emirates**

Document Controller

##### **Projects: Construction Renovation of BMW Show Room, Abu Dhabi, United Arab Emirates**

Document Controller

##### **Projects: Desert Towers at Mohd. Bin Zayed City, Abu Dhabi, United Arab Emirates**

Document Controller

##### **Projects: Mixed Use Development - Al Bustan Complex, Abu Dhabi, United Arab Emirates**

Document Controller

##### **Projects:Khor Abu Dhabi Development, Abu Dhabi, United Arab Emirates**

Document Controller

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#### **March 1995 - 2007**

##### **MAPCO.LLC- Abu Dhabi, United Arab Emirates**

##### **Document Controller**

- Creating databases and setting up filing systems (project correspondence / drawings) is an ongoing requirement of this role. Details of the job are:
  - Input incoming documents and prepare document transmittals, accurate filing of project correspondence, reports and drawings, and maintain and manage existing filing register.
  - Manage all Project official documentation (includes engineering/technical, correspondence, project management - commercial, legal) generated by Companyand Contractor.
  - Manage transmittal of information between Company and Contractor
  - Implement, update and manage Company Document Control processes, procedures, and specifications to ensure accurate records of all Project official documentation generated by the Company, the Contractor or its Vendors.
  - Collection and distribution of all incoming mail. Classifies material for filing using set filing systems derived from the organization's document control procedure.

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#### **References:**

Fouad Al Nemer, Senior Resident Engineer, AECOM Engineering Company (+971508218089)  
Ajish Aslam, Area Technical Manager, Shapoorji Pallonji (+971557749201)