

**MOHD ROSHAN  
DOHA – QATAR****Mob.: 30030524****Email: roshanzor58@gmail.com****Personal Data:**

Date of Birth : 27-07-1975  
Nationality : Indian  
Religion : Muslim  
Marital Status : Married  
Passport No : L 4550081  
Validity : 07-05-2024  
Place of Issue : Kozhikode

**Valid Qatari Driving License:****Language Known**

English / Hindi / Arabic  
Malayalam / Tamil

**AREAS OF EXP.**

Document management  
Secretarial Tasks  
Data entry  
Typing with good speed

**PROFILE**

A quality focused executive with a successful career of 16 years in corporate field and had achieved an excellent diversity of experience with multi-disciplined skills in QA/QC documentation & Document Controlling.

**PROFESSIONAL EXPERIENCE**

- Senior Document controller **Urbacon Construction Company (UCC)**  
Central Doha and Corniche Beautification Project (Package 4)- (26-June-21– Up to 06-Nov-2022 )
- QA/QC Document controller-**Unicorp Engineering & Contracting.Co.**  
Project: Dukkan Road Project - (Sept. 2016 – 24-June-21)
- QA/QC Document controller-**Unicorp Engineering & Contracting.Co.**  
Project - Hamed int'l Airport (NDIA) – Oct. 2008 – Sept. 2016
- Project Secretary - **PUNJ LLOYD Const. Co.**  
Project – Doha International Airport – Nov. 2007 to 2008)
- Project Secretary - **ERE CONT WLL – Qatar**  
Project - MEP contracting – (Nov. 2005 to April 2007)
- Secretary - **MED-IN-A Comm. - Bahrain**  
Graphic designing company– Jan. 2000 to 2004

**ACADEMIC & PROFESSIONAL QUALIFY**

**Bachelor of Arts (BA)** - Calicut University –Kerala – (1996-1998)  
**MS-Office:** - Beam Advanced IT Company Kannur  
**Travel & Tourism** - CITI Institute of Travel & Tourism LTD

**COMPUTER EXPOSURE**

Ms-Office, Outlook, Adobe Photoshop, Adobe Acrobat Pro Extended Operating office equipment & Computer Systems, Xerox machines, Windows, MAC G4 & G5

**PROFESSIONAL SKILLS**

Excellent interpersonal and communication skill  
Highly motivated individual with abilities to priorities work and to meet deadlines  
Experience in motivating and fostering team environment  
Self-starting and detail-oriented, with the ability to operate in a high-pressure environment and to manage crisis

## **Professional Experience – Qatar**

### **1) Senior Document Controller & Documentation**

**Company** : Urbacon Construction Company (UCC-INFRAROAD)  
**Project** : Central Doha and Corniche Beautification Project (Package 4)  
(24-June 2021 – 06-Nov-2022)

- Maintain Project Documents
- Ensure accurate information in distribution throughout an organization.
- Ensure review of documentation to be issued has the correct document numbering, revision sequence, required signatures and correct title blocks etc.
- All documentation registration and issue
- Verify / check accuracy and completeness of the technical documents & drawings issued by Consultant / Contractor. Ensure that they are in compliance with corporate standards & Specifications as stated in the Contract.
- Conducting regular reviews and document audit
- Producing document progress reports for senior managers.
- Ensure documents are shared at key times to facilitate timely project completion.
- Updating and maintaining inspection request logs .
- Updating and maintaining material test logs.
- Revising rejected and approved with comment inspections .

### **2) QA/QC Document Controller & Documentation**

**Company** : Unicorp- Bemco & Almabani Engineering and Contracting  
**Main Contractor** : QD-SBG Construction Wll. – Doha  
**Project** : Dukkan Road Project (DRP)\_(Sept-2016 – 24-June-2022)  
**Project Value** : 8.3 Billion Qatar Riyals

### **Duties and responsibilities:**

- Preparing and Submitting all inspections related to Surface water Drainage Network (SWD), Treated Sewage Effluent Network (TSE) & Ground Water and Foul sewer Network
- Updating and maintaining all inspection logs (SWD,TSE & GWD )
- Reporting to Engineer-in-charge & QC Manager about inspection related issues
- Preparing Activities tracking Reports to track down inspection history of certain Activities & chainages
- Coordinating with site & QC engineers for inspection related issues and details

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Verifying attachments, Revision number etc. for any document to ensure the completeness and distribute to the concerned department/personnel.
- Distribute all the technical documents issued by the Contractor/Consultant to all relevant Engineers as well as Department Heads.
- Handled the tasks of preparing records and keeping files by using paper-based and electronic Systems (Electronic document management systems (EDMS))

### **3) QA/QC Document Controller & Documentation**

<b>Company</b>	<b>: Unicorp- Bemco &amp; Almagani Engineering and Contracting</b>
<b>Main Contractor</b>	<b>: EPC contracting company in Doha</b>
<b>Project</b>	<b>: Hamed i nt'l Ai rport (ND IA ) - (Oct.2008 –</b>
<b>2016</b>	
<b>Project Value</b>	<b>: 2.9 Billion Qatar Riyals</b>

### **Duties and responsibilities:**

- Receives & prepares daily inspection requests from site engineers, subcontractor, and QC engineers and submit inspection request to the consultant OVERSEAS BECHTEL INCORPORATED (OBI)-USA in NDIA and SAUDI BINLADEN GROUP in DRP.
- Scanning all inspections and Drawings ( Civil, Mechanical Electrical), other document's soft copies are storing to the computer and server in facility , Discipline, Number and date wise
- Filing Hard copy of all inspections ( Civil, Mechanical Electrical and instrumentation) other documents facility , Discipline, Number and date wise
- Daily Inspection request and Drawings log update and preparing weekly summaries and monthly status for the purpose of Weekly Quality Assurance Meeting.
- Receive QAN and NCR Scan & update log and summaries weekly and monthly status for the purpose of Weekly Quality Assurance Meeting.
- Maintain registers of all receipts and issues or submissions of documents and correspondence
- Documents soft copies of inspections, drawings and other sent them to appropriate staffs through Microsoft Office Outlook.
- Prepare & submit monthly inspection reports (Test reports & General reports) by discipline to consultant (OVERSEAS BECHTEL INCORPORATED (OBI)-USA).

**4) Project Secretary and Document control**

**Company** : ERE Contracting Wll - QATAR  
**Main Contractor** : MEP contracting company in Doha  
**Project** : City center expansion & 44 West Bay Tower  
(Nov.2005 – April 2007)

**Duties and responsibilities:**

- Perform clerical works for document management, maintain log and provide retrievable files for support of site construction activities
- Prepare transmittals, letters, etc. and other documents.
- Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
- Prepare softcopies of Inspection records & save in the server Maintain registers of all receipts and issues or submissions of documents and correspondence
- Scanning all inspections and Drawings ( Civil, Mechanical Electrical), other document's soft copies are storing to the computer and server in facility , Discipline, Number and date wise

**5) Project Secretary**

**Company** : PUNJ LLOYD Construction Company  
**Project** : Hamed int'l Airport (NDIA) - (Nov.2007 – 2008)

**Duties and responsibilities:**

- Prepare correspondence, proposals, specifications, reports, organization charts, spreadsheets and presentations including typing, formatting, collation and distribution.
- Monitor reporting requirements and prepare monthly reporting requirements for the project as required.
- Maintain correspondence and filing in accordance with the relevant procedure
- Minute taking and distribution of minutes at project meetings as required

**6) Secretary**

**Graphic designing company** : MED-IN –A Communication - BAHRAIN  
: Mar. 2000 to 2004

**Duties and responsibilities:**

- Perform clerical works for document management, maintain log and provide retrievable files for support of studio activities
- Prepare transmittals, letters, etc. and other documents.

## **Declaration:**

I am Confident of my ability to work in a team. I solemnly declare that all the details mentioned above are true to the best of my knowledge and honesty. All relevant certificates and references will be furnished on demand

**MOHAMMED ROSHAN**

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