

# SHAMSHAD BASHEER

DRIVER CUM DOCUMENT CONTROLLER

QATAR- EXPERIENCE: 10 YEARS

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## PROFILE

Seeking a challenging and rewarding position in a progressive organization commensurate with my qualifications and experience that will encourage me to give the best of my abilities will utilize my knowledge, skills, and abilities in a firm that offers me professional growth, which will help me to dedicate fully and work up to my potential and hard work.

## ACADEMIC QUALIFICATION

**SRI KRISHNA ARTS & SCIENCE COLLEGE, TAMILNADU- INDIA -2009 - 2012**  
**BCA-** Bachelor of Computer Application- Bharathiyar University

**TECHINCAL HIGHER SCEONDRY SCHOOL, PALAKKAD- KERALA -2007 - 2009**  
**HSC-** Science & Computer Group- Plus One & Plus Two

**M.N.K.M.H. SECONDRY SCHOOL, PALAKKAD- KERALA**  
**SSLC-** 2007- 10<sup>TH</sup> Standard

## WORK EXPERIENCE

### JEFFERSON INTERNATIONAL TRAD & CONT W.L.L, QATAR - (AL JABER COMPANY)

**DRIVER CUM DOCUMENT CONTROLLER - CONSTRUCTION - 4.5Yrs**  
**MAY- 2019 – NOV-2023**

Jefferson International Trading & Contracting W.L.L. (JITC) to become an industry Construction Company. The Company is Project Management, Engineering & Commercial Mixed-Use Construction.

#### Project:

- ✓ CENTURY MARINA- AL JABER TWIN TOWER- LUSAIL
- ✓ DOHA EXPRESSWAY
- ✓ NEW DOHA INTERNATIONAL AIRPORT AIRLINE OPERATIONS FACILITY.
- ✓ NATIONAL MUSEUM OF QATAR.
- ✓ THREE STORES - INDUSTRIAL AREA.
- ✓ LUSAIL EXPRESSWAY.
- ✓ CENTURY HOTEL EXTENSION.
- ✓ CIVIL WORKS FOR VILLA (B+G+1+TERRACE).
- ✓ FOX HILLS - RES D31, RES A40 & RES D07

#### Duties & Responsibilities:

- Designing all the Project forms and even reference numbers to be followed properly for maintaining logs.
- Preparing and transmitting documents through MS Outlook for all documentation submittal of the projects such as Daily Report, Method Statement, Technical Submittal, Shop Drawings, RFI, etc.

- Monitoring and supporting all document controllers on-site in terms of procedures, documentation, and approval from the consultant
- Retrieving files as requested by QC Engineers, draftsmen, Project managers, Subcontractors, and Consultants.
- Preparing documents according to the format requested by the client and following up for the approval from Consultant.
- Preparing pre-qualification and material approval requests for each specific project according to the format request.
- Preparing hard copy/soft copy of business Letters, Memo, Reports, and Invoice as per request by Superiors.
- Create templates for future use and file documents in physical and digital records.
- Maintain confidentiality around sensitive information and terms and conditions of agreements.
- Review and update technical documents (e.g. manuals and workflows). Coordinates subcontractors, and consultants for weekly meetings at the on-site office as per instructed by PM/Consultant.
- Preparing and compiling Weekly Reports as per instruction by QC Engineer and Project Manager

## APPRECIATION CERTIFICATE

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Best Outstanding Performance Award Certificate – **DOCUMENT CONTROLLER** (Jefferson International Company)

**SKYLARK TRADING & CONTRACTING CO. W.L.L, QATAR**

**DOCUMENT CONTROLLER-CONSTRUCTION 5.3Yrs**  
**JAN 2014 – APRIL 2019**

### ***Duties & Responsibilities:***

- Managing the flow of documentation within internal and external organizations.
- Prepares & transmits documents through Aconex from our main office, Subcontractor, and consultant.
- Prepares & follows all technical submittals such as Internal Inspection Requests, Material Inspection Request, Shop-Drawings, RFIs, Method Statement, Material Submittal, NCRs, Site Instructions, and other related documents.
- Retrieve files as requested by QC Engineers, Draftsman, Project Manager, Subcontractors, and Consultant.
- Responsible for coordinating storekeeper for office supplies and distributing them to the responsible staff. Coordinates and follows up with assigned Document Controller-Consultant for the approved documents or some changes as per instruction by the Client.
- Preparing hard copy/soft copy of business Letters, Memo, Reports, and Invoice as per request by Superiors.
- Create templates for future use and file documents in physical and digital records.
- Maintain confidentiality around sensitive information and terms of agreements.
- Review and update technical documents (e.g. manuals and workflows). Generating Purchase Orders to different Principals and ensuring that items were ordered based on the required specifications.
- Receiving a material requests from different projects and immediately sending inquiries to different suppliers.
- Follow up floating inquiries to the suppliers and negotiate the terms of payments with the supplier including order possible option to gain a discount price of the items.
- Doing price comparisons and checking the quality of materials before PO.
- Filings all procurement-related documents, Material Request Form, Quotations, LPO, and Delivery Notes.
- Responsible for sourcing out Light and heavy Vehicle Equipment (Purchase or Rental).
- Coordinate with supplier and freight forwarder to ensure that shipment shall be delivered on time.
- Provide a supporting document to the Accounts department once the invoices are received from suppliers. Look for sales agreements and manage stocks & inventories.
- Controlling all aspects of documentation for the Purchase Department.

- Preparing Operating and Updating Document Control Procedures in line with the Organization's Document Management System.
- Coordinating with the supplier for the statement of accounts and payments.

## **GODREJ & BOYCE MANUFACTURING COMPANY LTD, INDIA**

### **JUNIOR ACCOUNTANT- 1.6Yrs**

JUNE 2012 – DEC 2013

Godrej & Boyce Manufacturing Company Limited manufactures and distributes diversified products. The Company produces appliances, batteries, electronic parts, locks, vending equipment, and storage products. Godrej & Boyce supplies located at Mumbai, India. Established in the year 1897.

#### ***Duties & Responsibilities:***

- Performed accounts payable and receivables functions for company expenses.
- Managed vendor accounts, generating weekly on-demand cheques.
- Preparing Invoices like sales/purchases/rentals/purchase orders.
- Responsible for handling all tasks related to preparing, maintaining, and receiving invoices.
- Verify the details presented on the invoice received and make certain that the goods mentioned in the Invoice.
- Report to the Chief Accountant and ensure the posting of accurate accounting entries in the company account.
- Co-ordination with the sales team for Bills receivable and follow-up for payments
- Prepared weekly confidential sales reports for presentation to management Performed accounts payable functions for company expenses.
- Making Records of All Purchasing Documents Such as Inward and outward Materials & all types of material for the Store Dept.
- Preparing and mailing outstanding details to our various parties.
- Prepared company accounts
- Coordinated monthly payroll functions for 70+ employees.

## **SKILLS**

- Self-motivated, Easy Learner, and adaptive to change.
- Stress-resistant and exceptional communication skills.
- Analytical thinking.
- Demonstrated ability to research and consolidate information.
- Excellent organizational and time management skills.
- Vendor management and their relationship management.
- Skilled in supporting and resolving various operational issues and processes promptly that are easily understood by Vendors and clients.
- Skilled in critical thinking and implementing innovative ideas to ease the business environment.
- Strong ability to manage multiple assignments simultaneously and maintain quality standards and deadlines.
- Excellent People management and Team management skills.

## **HOBBIES:**

- ❖ ABSTRACT ART PAINTINGS
- ❖ BOOK READINGS
- ❖ PHOTOGRAPHY
- ❖ INTERIOR DECORATING

## **TRAINING & ACHEIVEMENTS**

Institutional Training at Sun Micro System Technology  
APR- 2011 TO OCT- 2011

An overall analysis of various activities performed in each department like operation research analysis, technical software development, Internet design and programming, customer care, KPO.

## TECHNICAL SKILLS

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- **Applications**- Microsoft Office, Excel, PowerPoint & Word & pdf Editing, Merging & Converting
- **Software**- Zoho Books, Microsoft 365, Aconex Basic
- **Designing S/W**- Adobe Photoshop.
- **Platforms** – Windows Vista, Windows XP Windows 7, Windows up to 11 & IOS.
- Computer Hardware Technical.

## PROFESSIONAL MEMBERSHIP & CERTIFICATES

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AFFILIATE MEMBER- RED CROSS BLOOD ORGANISATION-UNITED NATIONS CERTIFICATE  
HST A PROCREATIVE- COMPANIONSHIP MARATHON CERTIFICATE

## LANGUAGE KNOWN

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- **Reading:** English, Malayalam & Hindi
- **Writing :** English, Malayalam, & Hindi
- **Speaking:** English, Malayalam, Tamil & Hindi

## PERSONAL DETAILS

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Date of Birth : 23/04/1991  
Nationality : Indian  
Marital Status : Married  
Gender : Male  
Driving License : **Qatar** -License Holder  
Passport No : **V8540109**  
QID No : **29135610793**  
Visa Status : Permanent Visa **Expiry:** 08-01-2025

## DECLARATION

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I hereby assure that all the information furnished above is true to the best of my knowledge.

Shamshad Basheer