

Fazal Amin Shah

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Documents Controller, Procurement Assistant & IT Support Officer

Multifaceted professional with over 5 years of experience in Documents Control, Administrative Assistance, Procurement, and IT Support. Adept at managing document workflows, providing high-level administrative support, optimizing procurement processes, and delivering IT support. Proven ability to streamline operations, enhance productivity, and support organizational goals through effective project management, process improvements, and technical expertise.

Willing to relocate: Anywhere

Documents Controller



MACE QATAR 26/10/2020 – Current

City: Al Rayyan

Country: Qatar

IT Support Officer



Al Salaf Qatar 30/10/2018 – 25/10/2020

City: Old Salata Cornische Road

Country: Qatar

Projects:

1. CZ_003-TWN-(Treated Water Network) Preventive & Corrective Maintenance
2. CZ_003-FSN-(Foul Sewer Network) Preventive & Corrective Maintenance
3. CZ_003-SGW-(Surface Ground Network) Preventive & Corrective Maintenance
4. CZ_003-PIR-(Pre-Inspection Cleaning) CCTV Patching & Inspection.
5. CZ_003-SI-125-(Shafts & Manhole Construction).
6. CZ_003-SI-223-(Reconstruction of Existing Manhole).
7. CZ_003-SI-108-(Relocated Flow Meter Chamber TSE).

Field & Office Expertise

1. Document Control and Management
2. Administrative Support
3. Procurement Management
4. IT Support and Troubleshooting
5. Technical Documentation and Reporting
6. Data Analysis and Inventory Control
7. Calendar and Schedule Management

Work Experience

Documents Controller Responsibilities:

- Responsible to ensure that all project documents are stored in the EDMS.
- Assistance in administrative services to all project team members when required.
- Coordinate with subcontractors and suppliers and their assigned Document Control personnel as required including ensuring that the Documents/data received from subcontractors meet project requirements.
- Produce reports on documentation and progress as requested.
- Ensure that hard copy and electronic record files as required are maintained in good order to comply with QA requirements.
- Demonstrate excellent time management skills, working to deadlines and adhering to set procedures.
- Demonstrates excellent writing skills and with guidance from senior staff is able to produce and review project DC related procedures and work Processes.
- Highly organized, with excellent time management skills to balance competing priorities.
- Strong multi-tasking skills with the ability to prioritize and organize multiple concurrent assignments.
- Strong computer skills required including experience with Microsoft Office applications.
- Strong organizational skills and have the ability to priorities their workload.
- Upload/capture data on Client's EDMS if required.
- Responsible to manage the storage, distribution and filing of all project documents in both paper and electronic format.
- Assists with the filing of electronic documents, updating of document revisions and input of required information into the Electronic Document.
- Management system (EDMS).
- View an employee's vacation, sick leave, and comp time balances and total hours worked.
- Process historical edits (time adjusted for prior periods that have been signed off).
- Sign-offon departmental timecards.
- Have checks signed offand approved by the manager.
- Handle complaints or questions regarding discrepancies.
- Factor in vacation or sick pay when computing earnings.
- Check electronic data for errors.
- Ensure timecards have proper signatures upon submission.
- Checking eligibility about annual vacation with the HR Department.
- Making handover replacement form.
- Managing and maintains the employee record.

IT Support Officer Responsibilities:

- Provide comprehensive IT support for hardware and software issues, including troubleshooting, diagnosing, and resolving technical problems.
- Manage IT assets, including tracking inventory, performing software installations, and ensuring timely updates and maintenance.
- Assist with network setup, configuration, and maintenance, including monitoring system performance and addressing connectivity issues.
- Offer training and support to end-users on IT-related topics, including software usage and general technical assistance.
- Implement IT support processes and tools to enhance service delivery and response times.

Education

Master of Computer Science in Computer Science
University of Science & Technology Bannu Paksitan
2017

Bachelor of Computer Science in Computer Science
University of Science & Technology Bannu Paksitan
2015

Diploma of Associate in Petroleum
Board Of Technical Education – Peshawar
2011

Additional IT Skills

- Computer Knowledge
- Proficiency in Adobe Creative Suite (Illustrator, Photoshop, InDesign)
- Skilled in Microsoft Office Suite
- Basic knowledge of CSS, PHP, HTML, Bootstrap,
- DMS-MySQL and Website cPanel
- Communication in English and Urdu
- WordPress
- Computer Operating
- Networking Cabling
- Documents Controlling

Reference

Upon Request