



SYED AZMATH ALI

Document Controller / Admin Executive

EDUCATION

Osmania University

1999 - 2002

[Bachelor of Commerce - B. Com]

Board of Intermediate

1997 - 1998

[C.E.C (Civics, Economics & Commerce from Anwar-ul-Uloom Junior College]

SUMMARY

To apply for a position where my skills can be developed and used effectively. I wish to refine my knowledge in the area of Document Control, Admin Office Assistant - Office Management - Smooth Clerical Operation & Administration. Looking forward for a career break, this promotes my personal and professional growth. It will help me to contribute effectively for growth of the organization and this country.

CONTACT

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+91-9160228742

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Flat No: 101, Akram Apartment, First Floor
DarulShifa, Purani-Haveli, Hyderabad,
Telangana, India - 500 002.

HOBBIES

Cooking
Cricket
Swimming
Watching Lectures
Internet

PERSONAL PROFILE

D.O.B: 20-02-1982

Gender: Male

Nationality: Indian

LANGUAGES

English: Proficient

Urdu: Native

Hindi: Native

WORK EXPERIENCE

Aasnaa Engineers Pvt., Ltd. (Engineering Services / MEP Consultant) [Admin Executive] 2023 - Till date

Supporting US Payroll department by maintaining the Certified Payroll / Non-Performance Report (CPR) of Sub-Contractors daily. Receiving emails from 165 active sites.

Reviewing CPR docs of Sub-Contractors for any discrepancies informing them to correct it and re-submit the (CPR) documents / For any CPR issues providing sample templates of CPR to Subcontractor submitted by client.

For NYCSCA (New York School Construction Authority) jobs reviewing subcontractors CPR documents on LCMS portal. Updating daily Sub-Contractor Manpower sheet on the server.

CoAcess India Pvt., Ltd. [Data Processing Exe] - Hyd. India

2019 - Till date

AlRashid Trading & Contracting Co. [Document Controller] - Saudi Arabia

King Abdulla Project (KAP-4) & SABIC Housing Project - 2014 - 2018

Liaising with different disciplines in Engineering, Procurement & Construction Departments (EPC).

Forwarding RFI (Request for Inspection) / MIR (Material Inspection Request) / Non-Conformance Report (NCR) & Site Surveillance Report (SSR) for action and following up periodically to close.

Maintaining the separate log-sheet of RFI, MIR, Shop Drawings (SD), Design Drawings & transmittal.

Scanning all documents / drawings / correspondence for electronic archive.

Preparing monthly and weekly reports for meeting.

Raise Purchase Request (PR) in company database and follow up for issuance of Purchase Order (PO) timelines.

Every single distribution of documents (NCR, SSR, RFI SD & MIR) will be controlled by using unique control number.

Bank of America Continuum Solutions [Senior Team Member] - Hyd. India

2008 - 2014

SKILLS HIGHLIGHTS

- Office Management
- Strong Decision Maker
- Tally Accounting
- MS Office Word, Excel, PP
- Complex Problem Solver
- Manual Accounting

CERTIFICATIONS

- Tally & Manual Accounting
- Typing
- Focus ERP (9)
- Statutory Auditing