

Sha uk at I q ba l

Document Controller/ Project Controller
 Accountant - ACCA Griffith College, Dublin, Ireland
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 P. O. Box 181581, Dubai UAE



Key Skills

- Excellent Communication Skills
- Customer Service Oriented
- Documents' Technical Review
- Strong Client Replications
- Vendor management
- Inventory management
- Strong interpersonal skills
- Business Accounting

Software and Computer Skills

- Expertise in UNIFIER
- Expertise in Acconex
- Tally, QuickBooks, Peachtree
- MS Office (updated & latest)

Qualification & Certification

- MSc International **Banking & Finance** - **Dublin Business School**
- ACCA - Associated of Certified Chartered Account - **Griffith College**
- BA Hons in **Accounting & Finance** from **Griffith College**
- **IFY Diploma** (International Foundation Year) from **DIFC (Dublin International Foundation College)**

Languages

	Read	Write	speak
English	: excellent	excellent	excellent
Urdu	: excellent	excellent	excellent
Hindi	: poor	poor	excellent
Arabic	: good	good	good

Objective

I am a document controller with 4 years' experience who can handle the intake, management, and storage of a company's documents. In this role, I make sure to review, process, and file documentations as well as manage the smooth running of all the documentation operation

To ensure success as a document controller I am up to date with document management processes and have a detail-oriented mindset. I am a top-notch document controller who has an extensive understanding of document management software and able to handle document access in taking and archiving responsibilities.



2013-2014 - Higher Education and Training Awards Council (HETAC) and Liverpool John Moores University (LJMU)

2011 - Association of Certified Chartered Accountants (ACCA) Griffith College, Dublin

2008-2012 - BA HONS in Accounting and Finance - Griffith College, Dublin

2007-2008- IFY International Foundation Year – NCUK

13+ YEARS PROFESSIONAL EXPERIENCE

Year	Position	Company	Ctry
Jan 2021 till date	Document Controller	Zaid Al-Hussain	UAE
April 2018 - Sep 2020	Document Controller	Munda Dam	Pakistan
Jan 2016- 2018	Accounts	NJCO Lahore	Pakistan
Aug 2013 -March 2015	Accounts Assistant	Euro Spar	Ireland
July 2012-Jun 2013	Receptionist	Kerry foods	Ireland
Dec 2007 - June 2009	Storekeeper / Book-keeping	Dublin	Ireland

Areas of Expertise

- Preparing Material submittal for new projects, and updating the logs.
- Shop Drawing, As-built, Inspection request preparing the coversheets, Submitting and follow them up.
- Preparing Daily Reports and submit to Consultant.
- Helping Planning Manager for updating monthly reports, logs update and Providing documents for weekly meeting sometime slide shows.
- Helping time keeper and store keeper
- Corresponding between engineer, Store Keeper and procurement manger.
- Looking all mails, delivery notes, tax invoice on daily basis and file them up.
- Uploading Payments Application on Unifier (send consultant and approve from the client) and follow them up.
- Preparing damage reports and Material Inspection Reports.

Personal Details

: Pakistan
 Nationality : February 1979
 DOB : Married
 Material Status : Employment - ZAH
 Visa Status : Furnish upon Request
 References



Project : Client EMAAR



EMAAR SOUTH
 DEVELOPMENT
 LANDSCAPE AND CIVIL
 WORKS FOR GC-01,GC-
 02&GC-4 PARKSIDE
 1,2,3 & RING ROAD



Project Client Dubai
 Municipality
 IR146-LANDSCAPE
 & IRRIGATION SYSTEM
 FOR INTERCHANGE
 OF GARN AL SHABIHA
 RD WITH SH. ZAIED
 ROAD (IC5.5)

- In touch with all groups on WhatsApp and provide them information regarding the projects.
- LAN - WAN & Wireless Networking, Troubleshooting | Hardware | Software Installation Data Backup & Maintenance Installation both Server & User level.
- Site Observation Reports, Non Conformation Report (NCR), Safety Informant Notice and Engineer Review follow up and update the logs.
- Flow up suppliers' emails and push them to resubmit the technical submittal or samples when not approved

Projects: Majan Phase 1
 Consultant : Parsons
 Client : Dubai Holding North 25th

Projects: Majan Phase 2
 Consultant : Parsons
 Client : Dubai Holding Real Estate

Jan 2021 Till Date

Zaid Al-Hussain Landscape, Dubai UAE

Document Controller

January 2021, I was appointed as Document Admin/Controller in Zaid Al-Hussain at Emaar South Development Project and perform the following duties;

- Processes one or more document types through all procedural steps in accordance with well-defined procedures and guidelines.
- Receives, tracks, and monitors documents and produces logs, transmittals, and other reports as required.
- Scans documents for electronic storage.
- May perform some clerical duties such as light typing, filing, answering phones, messenger service, etc.
- Contributes as a team player who is deadline driven and works well with others.
- Responsible for all issues and services related to the Document Control and Project Document Management.
- Electronic scanning of documents for distribution as PDF digital copies to designated recipients and uploading to Management System.
- Maintaining a hard copy reference library of all documentation which ensures quick and easy retrieval of information.
- Using latest version of Primavera Contract Management (software for controlling and updating the status of Contract Documents).
- Track, update the status, and follow up Submittals, Safety Reports, RFC's, Site Minutes of Meetings, Progress Photographs, Contract Issues, and Drawings.
- Providing regular reports and following up all correspondence through Primavera and inform Management.
- Performs multiple responsibilities that relate with this position.

**October 2018 to
September 2020**

Munda Dam

Document Controller

October 2018 I was in Munda Dam in Pakistan

- Day-to-day processing of all projects related documentation
- Verify and maintain retention requirements as per Organization needs and standard procedure
- Coordinates with various departments for the release of the internal drawings for the construction works
- Ensure all relevant safety objectives.
- Help all the project team in locating and providing technical documentation from project server.
- Updating organization chart, with new responsibilities,
- Checking and editing documents for accuracy and compliance.
- Controlling the flow of document incoming and outgoing of the organization.

Jan 2016 to Mar 2018

Accountant Lahore Pakistan

I was a part of the chartered Accounting Firm; it was brilliant to work with the team of professionals at **NJCO chartered Accountant**. We provide services to organization here some I deal with.

Job Responsibility

- Accounting & Bookkeeping in compliance with VAT regulations
- Financial Reporting Services as per IFRS
- Preparation of Budget & Forecasts
- Cash flow preparation.
- Reconciliation of Bank Accounts
- Reconciliation of Vendors & Third-Party Statements
- CFO/ Finance Manager Services
- Handling Invoicing
- Internal Auditing
- Payroll accounts

Jun 2012 to Dec 2015

Milltown Shopping Centre

Accounts Assistant

In Jun 2012, was appointed **Euro Spar Milltown** as an Accounts Assistant; I performed the bellowactivities during the time.

Job Responsibility

- Preparing financial reports.
- Analyzing financial data.
- Monitoring internal controls.
- Overseeing and preparing income statements.
- Participating in budgeting processes.
- Managing financial transactions.
- Streamlining accounting functions and operations.
- Developing plans for financial growth.
- Evaluating and managing risk.
- Coordinating audit processes.

Jan 2010 to May 2012

IDA Industrial Park, Poppintree, Co. Dublin

Receptionist

I was appointed at Kerry foods (fresh ways) My daily responsibility at Kerry foods Finglas Dublin .

Accountant

Project Controller

- Handling all external and internal calls in a timely & professional manner and providing fullcover to the switchboard
- Welcoming guests at reception; and escorting them to their required destination within the building.
- Manage the internal office post and messages including the distribution and dispatching.
- Proactively dealing with guest requests in an efficient, friendly, and timely manner, ensuring all business requirements are dealt with promptly and professionally.

Oct 2007 to Aug 2009

Mazars Harcourt Centre

Internship

In October 2007, I started my career as an internee with M/S **Mazars** they helped me with following responsibilities.

- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
- Working with bookkeeping software.
- Handling sensitive or confidential information with honesty and integrity.
- Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients.
- Taking on additional tasks or projects to learn more about accounting and office operations.

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