

ASIF HAMMAYUN

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Objective

Seeking a challenging and responsible position with a leading organization where professional skills, intelligence and ambition are utilized to full potentials. The ideal position should allow for continued growth, offering an environment in which advancement is based on the strength of individual contributions to the realization of organizational goals.

Professional Experience (Kuwait): -

Company Name: TECNICAS REUNIDAS (Al-Zour Refinery Project)

Contract No. ZOR/EPC-0055-Main process Unit

**Job Title: Document Controller Cum Documentation In charge.
(May 2018 – December 2019)**



Job Profile: -

- Develop and implement a set of key procedures and specifications governing the document control process, including document control procedure, document numbering specification, correspondence procedure, archiving specification, archiving procedure and other documentation together defining the Document Control framework on the given project.
- Preparing specifications for documents (requirement, control, delivery) for (a) Internal and external design and vendor documents, and (b) Project correspondence.
- Comply with the Company Records Management for Controlled and Uncontrolled documents.
- Execute project archiving and handover to next project phase / Operations.
- Manage all paper and electronic document flow within project, and from / to contractors or vendors. Create and maintain document distribution matrix.
- Establish and coordinate the use of document “team working areas” for uncontrolled documents and informal sharing.
- Establish and maintain the Document Control System (HCS)
- Ensure safekeeping and maintenance of technical records and master documents (hard copies) stored in Technical Services Library. Control the flow of technical library documents and file in a systematic order for easy retrieval using database logging registration.
- Drive improvements within the Document Control scope through leadership, standards, and behaviors.
- Make available the applicable project documentation to the project team (including CLIENT, partners, and subcontractors).
- To do the data validation & Drawing markup as per instruction of Engineering department.
- Supervise Document Controller’s & Subcontractor Document Control Centre.
- Prepare and issue document reports (Monthly Contractor Master Document Register status / progress / forecast, Weekly Company Document review statistics).
- Preparation of Final Handover Dossier (MC, rPTO & PTO) and coordinate with client for final review.
- Coordinate with System Owner for documents and ITR’s related issues.
- Scanning of all the Dossier for record & future reference.
- Responsible for safe keeping/filing of all the document work related to Handover Dossier (MC, rPTO & PTO).

Company Name: Hayat Communication (Viva Project), Kuwait.

Job Title: Warehouse supervisor (February 2016 to December 2017)

Job Profile: -



- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Complies with federal, state, and local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Controls inventory levels by conducting physical counts; reconciling with data storage system.
- Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
- Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
- Maintains warehouse staff by recruiting, selecting, orienting, and training employees.
- Maintains warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

Company Name: Gulf Group Co. (Kuwait)

Job Title: Sales & Store supervisor (April 2012 to November 2015)

Job Profile: -



- Update record in eNfinity 5.0
- Receive container, check documents, container number, number of pallets or box inform to manager about the summary
- Verification inventory report and preparation box check each folder
- Monthly graph submits to Direct Marketing Manager.
- Verification of all documents before sending the shipment
- Daily status report receives from co-worker, make a summary and submit to management.
- Going through the files to check if the files are closed in the proper manner or not, if not, Email to the concerned person and check with them to the proper document such as Proof of payment, Material Requisition etc.
- Prepare the commercial invoice, delivery note & Credit Invoice and send to the customer
- Sending the Tracking details regarding shipment to our client via email
- Booking the shipment on Aramex online software
- Prepare (Country wise, Items wise & Customer wise) the sales reports on a monthly basis and submit to the Marketing Manager
- Controlling all technical documentation, (hard copy and electronic) with respect to registering, numbering.

Company Name: ITT EXELIS (Sub contractor Gulf Texas) ARIF JAN (Kuwait).

Job Title: SDS (Stock Data Specialist (August 2009 to March 2012))

Job Profile: -



- Update of route plane to make cost saving shipping operation.
- Routing the shipments as per the destinations.
- Monitor the ground shipments for Kuwait and Iraq.
- Monitors Materials, Receiving, and Verifying, Inspecting, and Identifying government property.
- Monitors accepting, rejecting reports, MRR & Cancelled MR done by his team.
- Receive the materials as per PO and carry out inspection; take maintenance/operation help when required.
- Receive the materials in the System.
- Updating and Maintaining Warehouse Assets record, Updating & Filling all IMS records
- Check and accept the delivery notes and invoices from Subcontractors.
- Updating the Suppliers data base regularly
- Reviews systems reports for Stores inventory management.
- Coordinates material movement between stores and Consumption areas.
- Receives material stock items; disassembles, inspects, determines suitability of material for restocking.

OTHER: -

- Attended five days special computer programmer work shop in KOSAC.

Career Achievement:

- Awarded appreciation certificate for Computer Programmer by KOSAC Kuwait.
- Awarded appreciation letter for Team leader by USG Kuwait.
- Awarded appreciation certificate for Admin. by KBR CO. in Army Base, Kuwait.
- Awarded appreciation certificate for Document Controller by **TECNICAS REUNIDAS** Kuwait

Academic Qualification: -

- MBA (Marketing) from Punjab University, Lahore, Pakistan.

Technical Qualification: -

- DCHE (Diploma in Computer Hardware Engineering) from National College of computer Science.
- DAM (Diploma in AUTO MATION) from National College of Computer Science.

Skills: -

Inventory control, managing parts and supply inventory, Managing high-level customer satisfaction, Excellent communication and organization skills.

Personal Details: -

- Father 's Name: - Khalid Hammayun
- Date of Birth: - 10th Sep 1980
- Passport no: - AE6246863
- Expiry date: - 5th June 2022
- Civil ID: 280091006799
- Expiry date: - 14th December 2020
- Driving License Expiry: 1st May 2022
- Nationality: - Pakistani
- Religion: - Muslim
- Visa: - Transferable