

Muhammad Danish

Senior Document Controller

Mobile: 056 2006 197 | Email: danissh88@gmail.com | Address: Deira, Dubai, UAE

Profile

Aramco-approved document controller accomplished and dynamic professional with over **14+ years** of international experience in overseas assignments in various countries, such as **UAE, IRAQ, KSA & PAKISTAN** with renowned **EPC, Oil, Gas & Energy** Companies.

Experience

SENIOR DOCUMENT CONTROLLER | LAMPRELL ENERGY LTD. | SHARJAH, UAE **APRIL 2024 - PRESENT**

- Following Aramco-approved DCC procedures for all the project documentation
- Handling all the Saudi Aramco (IK & OOK) Transmittals & Correspondences.
- Using LDMS (Lamprell Document Management Systems) for all internal documentation inside the Company.
- Submit all the project documents like Procedures, ITP, TBE, MQMR, Drawings, IAP, MOM, Reports, and NCR etc.
- Sharing large file-size documents to Aramco via FTP link
- Maintaining and updating all the document entries in the respective logs.
- Follow up with Aramco DC for any delay in the submitted documents Client response
- Forwarding the Client/COMPANY CRS (Comment Resolution Sheet) to internal (Engineering & Quality) and Vendors etc.
- Ensuring that all transmittals and correspondence are saved with proper numbering and file naming
- Maintain filing system for easy reference of catalogues, technical data and other Office routine files.
- Send & receive the acknowledgement stamps on the transmittals & correspondence.

DOCUMENT CONTROLLER | HYUNDAI ENGINEERING | BARSAA, IRAQ **NOV 2021 – DEC 2023**

- Maintaining all employee files and records in soft and hard copies along with tracking log.
- Printing the job offer letters and employment contracts and after getting both parties signatures keeping all the records.
- Preparing gate passes and ID badge forms for all the newly arrived employees on the project.
- Prepared the list of new employees for the security team for the arrangement of travel escort from the airport to the project site.
- E-mail to the HSE department for new employees' safety induction and training.
- Sharing the new employment record with the camp management team for the arrangement of their uniform, food and camp accommodation.
- Providing the necessary visa application documents to the public relations officer for employees' new and expired visas.
- Printing the termination letter, end-of-service form, and experience certificate and keeping all the records in the log.
- Check documents, scan and photocopy files, and make sure that organizational documentation is stored safely and securely.

PROCUREMENT DOCUMENT CONTROLLER | CHINA OIL HBP | DUBAI, UAE **AUG 2020 – AUG 2021**

- Using Nut Store Software for all internal documentation inside the Company.
- Maintaining and updating Vendor Documents Ringsted Log (VDRL) daily.
- Coordinating with Vendors regarding document submission and following up with Vendors for any delay.
- Forwarding the Vendor-submitted documents through the internal transmittals to the Quality and Engineering department for review.

- Submitting the documents through the transmittals to the Client/COMPANY.
- Forwarding the Client/COMPANY CRS (Comment Resolution Sheet) to internal (Engineering & Quality) and Vendors.
- Submitting the Unpriced Copy of Po to Client/COMPANY through the transmittal.
- Submitting the Award Recommendation Letter to Client/COMPANY.
- Submitting the Acknowledgment of Receipt of Request for Quotation (RFQ).

QUALITY DOCUMENT CONTROLLER | SEPCO | DUBAI, UAE

JAN 2019 – AUG 2020

- Using Oracle Aconex Software For All Internal Documentation.
- Using Enterprise Project Management (EPM) for documentation for Saudi Aramco & Aramco Overseas Company.
- Audit Notification & Audit Report & Inspection Assignment Package.
- Monthly Quality Management Report, NCR & CAR.
- Minutes of Pre-Inspection Meeting & Quality Procedures.
- Minutes of Management Review Meeting & Inspection and Test Plan.
- Letters, IAP & Non-Conformance Report Log.
- Transmittals Log & Letters Log.
- Pre-Inspection Meeting & Inspection Notification to Company By Email.
- Inspection/Shipping Release Certificate (IRC) & PIM And Inspection Log
- Vendor Inspection Notification Log

QA/QC DOCUMENT CONTROLLER | ARKAD ENGINEERING | RIYADH, KSA

NOV 2017 – NOV 2018

- Handling documents control system independently
- Preparing all types of Transmittals, Correspondences, and Resume Review Checklists
- Preparing minutes of meetings from QAQC weekly quality meeting
- Preparing letter if QA and QC Manager advises to regarding a particular matter
- Compiling all needed documents and making a systematic order to find them easily
- Making reminders for all submissions done especially pending documents as notification
- Scanning and hyperlinking of all incoming documents and drawings stored in respective logs.
- Daily raising and submitting Request for Inspection (RFI's) for all disciplines in QMIS.
- Ensuring that all transmittals and correspondence are save with proper numbering and file naming.
- Maintain filing system for easy reference of catalogues, technical data and other Office routine files.
- Documents collected from the client and distributed properly for all the departments

DOCUMENT CONTROLLER | AL MANSOOR CONSTRUCTION | KARACHI, PAKISTAN

NOV 2015 – OCT 2017

- Maintaining all documentation logs for all incoming and outgoing records
- Preparation of filing system in compliance with ISO procedures, soft and hard copies
- Preparation daily report, weekly progress report and monthly progress report as per the contract specification requirement
- Ensure proper storage of documents in both electronic and hard copy formats

PAYROLL OFFICER | SAIPEM SPA | BASRA, IRAQ

AUG 2014 – SEP 2015

- Hiring and updating new employees in GHRS (Global Human Resources Systems) with complete details.
- Support Human Resources activities in preparing and respecting HR schedules and plans.
- Updating Human Resources Information System and PHRS as per mobilization and demobilization
- Monitoring the process of mobilization and demobilization and sending instructions to relevant parties
- Review and Approve Employment agreements, Salary variations, and Annual Salary Reviews.
- Coordination with all other departments for the arrangement of accommodation, food etc.
- Conducting cross Training Programs with the Regional Office in UAE and the Head Office in Milan
- Preparing monthly timesheets including Vacations and sick leaves for all employees.

- Preparing Terminations and new Human Resource scheduling

HR ADMIN | SAMSUNG ENGINEERING | BASRA, IRAQ

MAR 2013 – JUL 2014

- Follow recruitment protocols and recruit new staff by developing job descriptions right
- Through to handing over new joiner to the hiring manager.
- Screen applications for relevant experience and conduct initial interviews.
- Coordinate candidate's paperwork for visa application.
- Coordinate with candidates on their offer, joining date, visa status etc.
- Ensures compliance with all applicable employment laws and regulations
- Arrange and coordinate with medical insurance companies for staff medical insurance coverage.
- Coordinate with the pro for employee visa-related issues & make sure visas are issue on a timely basis.
- Report any delays by the pro to the HR manager.
- Serves as a liaison for the HR department to coordinate the HR processes, record keeping and procedures with the managers and employees of the department responsible for the coordination and administration of HR processes, such as new hire onboarding and benefits orientation, promotions, terminations etc.

HR ASSISTANT | ATCONZ GROUP OF COMPANY | ERBIL, IRAQ

JUL 2010 – FEB 2013

- Maintain and update proper records of insurance policies for all employees
- Prepare salaries and ensure timely payment to all employees
- Track and ensure accurate overtime payment of site employees
- Coordinating activities between the company and outside parties
- Developing employment records such as employment agreements, warning notices and change of record
- Make arrangements for employee's medical examinations
- Reporting the supervisors about any serious issues
- Handling all the security processes of the aircraft
- Maintaining security reports and submission to the supervisors
- Coordinate with the hiring manager for 2nd and 3rd interviews

Education

BACHELOR OF COMMERCE | JUNE 2009 | PUNJAB UNIVERSITY, LAHORE, PAKISTAN

DIPLOMA IN INFORMATION TECHNOLOGY | AUGUST 2008 | INTECH INSTITUTE, PAKISTAN

Skills & Abilities

- | | |
|--|--------------------------|
| · Aramco Project Documentation | · ACONEX |
| · EPM - Enterprise Project Management | · SharePoint |
| · LDMS - Lamprell Document Management System | · Microsoft Applications |

Activities and Interests

Gym, Gaming, Theater, environmental conservation and travel etc.

DOCUMENT TRANSMITTAL

KING SALMAN INTERNATIONAL COMPLEX FOR MARITIME INDUSTRIES AND SERVICES

CONTRACT NO. 6600042822 (OOK)

To: **ZHANG ZHONGXIANG**

Contractor Representative
Consortium of Sinohydro Corporation
Limited and SEPCO Electric Power
Construction Corporation



AOC Ref. No. **MYDP/42822/OOK/T-0096/2019**

Date: **28-Feb-19**

Contractor Ref. **MYP-T-SEPCO-AO-0058**

Package **4, 5, 6**

Subject : **QUALITY PERSONNEL CANDIDATES' CV FOR COMPANY**

Areas/Discipline

☐ ADMINISTRATION	☐ BUILDING SERVICES	☐ INTERFACE	☐ PIPING	☐ INSTRUMENTATION/ CONTROLS
☒ QA/QC	☐ HSE	☐ PROCUREMENT	☐ PROCESS	☐ GENERAL
☐ CIVIL/STRUCTURE	☐ ARCHITECTURAL	☐ MECHANICAL / HVAC	☐ ELECTRICAL	

☐ NO OBJECTION (NO)	☐ NO OBJECTION WITH COMMENTS (NOWC)	☐ TO CORRECT (TC)	☐ TQ/IQR	☐ APPROVED
☐ FOR ACTION (A)	☐ INFORMATION/RECORD (I/R)	☐ REJECTED (REJ)	☐ FILE/RECORD	☒ TO RESUBMIT

COMMENTS

AOC RESPONSE:

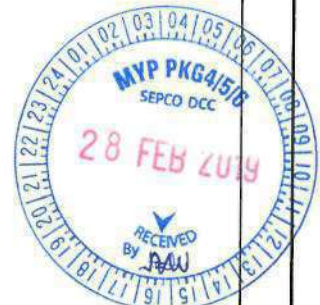
Interview was conducted with the Quality Personnel Candidates and results are as follow:

1- Company has NO objection on the following Contractor selection Candidates:

- Mr. DING WEI, to work as E&I Equipment Inspection Coordinator
- Mr. MINESH PATEL, to work as Piping inspection coordinator
- Mr. MUHAMMAD DANISH, to work as Quality Document Controller

2- Company has objection on the following Contractor selection Candidate:

- Mr. Xie Yuanyuan. To work as Static Equipment Inspection Coordinator



ABDULLAH A. AL-QAED

Company Representative
Position

Signature

Rev.	Date Received	Document No.	ISSUER	
			Review	Initial
0	24-Feb-19	SEPCO-MYP-AM-CV-0040 SEPCO-MYP-AM-CV-0041 SEPCO-MYP-AM-CV-0042 SEPCO-MYP-AM-CV-0043	BMK	
			No of Pages:	one (1) Only One Page

* The above COMPANY response has no cost nor schedule impact.

* Notwithstanding COMPANY Response above, CONTRACTOR is responsible for full compliance to Saudi Aramco Standard specifications and procedures applicable to this contract.



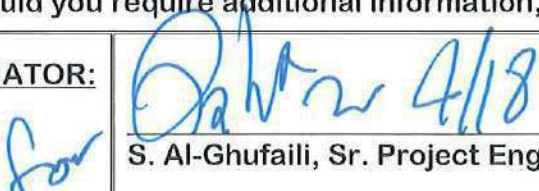
	Nationality: Pakistani	الجنسية: باكستانيه
SN: 113296511	Birth Date: 12/01/1988	تاريخ الميلاد:
	Gov.No: 2450863507	رقم الهوية/الإقامة:
	Blood Type: B+	نصبة الدم:
	شركة اركاد للهندسة والإنشاء ذات مسئولية محدودة ARKAD ENGINEERING AND CONSTRUCTION	
	CR# 2051048911	رقم السجل:

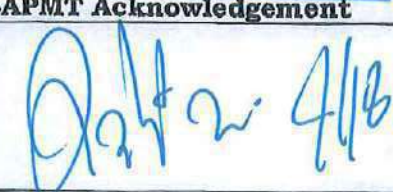
يعتبر استعمال هذه البطاقة من قبل غير صاحبها أو نسخها تزويرا، وعلى من يجدها أن يعيدها إلى الجهة التي أصدرتها أو الاتصال على هاتف 8001235678 يجب على صاحبها اعادتها إلى قسم الأمن في منطقته عند انتهاء صلاحيتها

Use of this card by other than its owner, or altering it, shall be considered forgery and liable to penalty prescribed by law. Anyone finding this card must return it to Saudi Aramco Security or contact 8001235678. This card must be surrendered to area Industrial Security when it is expired.



DOCUMENT TRANSMITTAL

TO:	ROLF BAKAITIS Project Manager ARKAD ENGINEERING & CONSTRUCTION COMPANY P.O. Box 70443, Khobar 31952 Kingdom of Saudi Arabia	FROM:	SALEH AL-GHUFALI Senior Project Engineer PPD/ MASTER GAS PIPELINE PHASE-II PROJECT DIVISION R-A1, SAPMT Office, Near to EWPS-6, Duwadimi
TRANSMITTAL NO:	MGPPHIIPD/CAPU/T-0400/18	DATE:	April 18, 2018
SUBJECT:	<i>Approval of QA/QC Document Controller (Mr. Muhammad Danish)</i> <i>ArkAD Reference No.: P115/MGS-P2-CR/03.30/RB/vm/661, dated April 7, 2018</i>		
The attached ☒ 2 DOC, ☐ DWG, ☐ BNDR, ☐ CD, forwarded to you for:			
☒ No Objection ☐ Reviewed, No Comments ☐ Information			
☐ No Objection as Noted ☐ Review Not Required ☐ Rejected			
☐ Correct & Resubmit ☐ Review & Comments ☐ Other			
DESCRIPTION: Please see the attached DRR log no. MGSU/T-230/2018.			
Should you require additional information, please contact Mohammed Qahtani at ext. 2010.			
ORIGINATOR:	 S. Al-Ghufaili, Sr. Project Engineer	RECEIVED BY:	Arkad DOCUMENT CONTROL DEPT. Name 19 APR 2018 Sign Name / Date RECEIVED
CC:	Transmittal Log (cover page only) File Index 8.1		
NOTE: PLEASE RETURN THIS TRANSMITTAL ACKNOWLEDGEMENT COPY TO: JOHN TORRES Document Control Room, SAPMT Office, Near to EWPS-6, Duwadimi, K.S.A - Phone No. 013-892-1420 x2003			

INSPECTION DEPARTMENT DOWNSTREAM PROJECTS INSPECTION DIVISION Section: East/West Pipeline Projects Insp. Sec Unit : MGS-Ph2				Log No.	
				MGSU/T-230/2018	
				Telephone: 285-3361	
				Fax:	
DOCUMENT REVIEW RESPONSE SHEET					
Attention Project Management			Project Information		
Name, Position	Saleh A. Al Ghufaili Senior Project Engineer		Project Title	MGSE-PHASE II Central Area Pipeline	
Department	PPD/Master Gas Pipeline Phase II Project Division		BI / JO No.:	10-01810-0003	
Address	R-A1 SAPMT Office near PS-6		Contractor	M/S Arkad	
Contact	892 1420 Ext 2000		PQM /PQL	Salah Al Zahrani	
Document Reference No.:	MGPPHIIPD/CAPU/T-0381/18			Date of Doc. Reference No. 4/11/2018	
Document Description:	Evaluation of QA/QC Document Controller Muhammad Danish				
REVIEW STATUS	Personnel	1 - Approved			
REVIEW COMMENTS					
MGSPUI has evaluated QA/QC Document Controller Muhammad Danish and found him acceptable.					
Note: 1. MGSPUI reserved the rights to revoke this approval any time if above mentioned candidate performance found unsatisfactory. 2. Contractor shall update their organization chart incorporating above changes.					
RECEIVED By <u>Saleh B. Zahrani</u> 17 APR 2018 Time <u>1:00 PM</u> Central Pipeline Unit Master Gas P/L Phase II Project Division (30030225) (BI-10-01810)					
Date	4/15/2018	☐ Submitted with Attachments		SAPMT Acknowledgement	
Reviewer	Shabbir G	Signature			
Contact No.	0508996028	Signature			
Supervisor	Saleh Zubaidi	Signature			

4/17/2018

CERTIFICATE OF EMPLOYMENT

26th August 2021

To Whom It May Concern:

This is to certify that **Mr. Muhammad Danish** holder of Pakistani Passport No. AC7717753 was an employee of HME OVERSEAS DMCC (a subsidiary company of China Oil HBP Science & Technology Corporation Ltd.) from 25th August 2020 to 26th August 2021 as **Procurement Document Controller**.

This certification is being issued to Mr. Danish for whatever legal purpose it may serve.

Yours Sincerely,

On behalf of HME OVERSEAS DMCC
إنش إم إي اوڤر سیز م. د. م. س
HME OVERSEAS DMCC
Dubai - United Arab Emirates


Jean Delfin Torilla

Human Resource Department

November 30, 2018

EXPERIENCE CERTIFICATE

To Whom It May Concern,

This is certifying that Mr. **Muhammad Danish**, with Passport # **AC7717752** has been employed by Arkad Engineering & Construction Company as **QA/QC Document Controller** from **November 30, 2017** to **November 30, 2018** on Master Gas Pipeline Phase II Package 2 Central Region Pipeline.

We wish him better success in future career.

Sincerely,

Arkad Engineering & Construction Company

SK
4552
Ali Raza Lone

Ali Raza Lone
QC Manager

SK
2458
Brando P. Pecadizo

Brando Pecadizo
QA Manager

SK
4782
Rolf Bakaitis

Rolf Bakaitis
Sr. Project Manager