



RAJESH RAJENDRAN

Document Controller

14 Years - GCC Experience



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same



raidamon@gmail.com

EDUCATION

- Diploma in Business Administration (DBA)
- Diploma in Advanced Computer Applications (DACA) NCVT
- ITC - Data Preparation & Computer Software

KEY TRAININGS

- Ms Office
- Sap ERP
- Buzzsaw
- Oracle
- Visio

SOFTWARE PROFICIENCY

TYPING ●●●●●
OUTLOOK ●●●●●
MS OFFICE ●●●●●
PDF ●●●●●

PROFILE

Seeking for a challenging position in a professional organization and utilize my professional expertise. Where I can improve my knowledge and skills to contribute my full potential for the organizational growth and thus be a value addition to the organization.

AREA OF EXPERTISE

- Document Controller
- Administration
- Controlling the output production of drawings, documents, printing and plotting

COMPETENCIES

- Accuracy and attention to detail.
- Can prioritize and handle multiple tasks.
- Computer Skills
- Maintaining logs and tracking documents
- Handling project files and documentations

PERSONAL DETAILS

Passport No. : R8201274
Issued : Abu Dhabi
Expiry : 24-07-2027
Nationality : India
DOB : 16-05-1977
Driving License: UAE(Valid)

PROFESSIONAL WORK HISTORY

- **Al Khaily & Al Amri Engineering Consultant**
Abu Dhabi , UAE :- Document Controller – Consultant
May 2020 to Sep 2021 (1 year 6 months)
- **Al Amry Group**
Abu Dhabi , UAE :- Document Controller - Main Contractor
June 2018 to 4th March 2020 (2 years)
- **Fata EPC, Italy**
Abu Dhabi , UAE :- Document Controller – Main Contractor
Oct 2014 to Oct 2017 (3 years)
- **Kemco Group**
Doha ,Qatar :- Document Controller – Main Contractor
Oct 2007 to Jun 2014 (7 years)
- **Inter Taym LLC**
Dubai ,UAE :- Store Officer /Office Assistant
Sept 2006 to Sept 2007 (1 year)
- **Usha Engineering** :- Store Officer Cum Admin Asst.

Al Khaily & Al Amri Engineering Consultancy , Abu Dhabi, UAE – Traditional Souq Project, Plot P2-P4, Sector W64, Al Maqta, Abu Dhabi Island, Abu Dhabi, UAE

Client:- Al Qudra Holdings, Turnkey (Design Built)Contractor:- Al Amry Group (ATGC)

- Maintaining tracking logs for all incoming & outgoing documents.
- Distribution of documents as per distribution matrix.
- Maintaining logs for WIR, MIR, Shop drawing, Technical / Material submittal, Sample submissions etc.
- Maintaining logs for NCR, Filed observation and site instruction reports.
- Supporting to PM for letter typing and maintaining logs.
- Preparation of weekly report for flow of documentations and approval status.
- Storage of all documents (Hard copy & Soft copy) in easy traceability.

Al Amry Transport & General Contracting LLC (ATGC), Abu Dhabi, UAE – Traditional Souq Project, Plot P2-P4, Sector W64, Abu Dhabi Island, Abu Dhabi, UAE

Client:- Al Qudra Holdings, Turnkey (Design Built)Contractor:- Al Amry Group (ATGC), Consultants:- AVA, Atkins, IBA.

- Maintaining tracking logs for all incoming & outgoing documents.
- Distribution of documents as per distribution matrix.
- Preparation of purchase request in SAP(Man ERP)and maintaining tracking logs.

- Maintaining logs for transmittal, WIR, MIR, MST, shop drawing, IFC drawings, Payment certificates, Material submittals etc.
- Submittal preparations for consultant approval and maintaining logs as per procedure manual.
- Coordination of daily report and distribution.
- Preparation of site vehicle/equipment/machinery daily status and distribution.
- Supporting to PM for preparation of RFQ, letter typing and sending enquiries for subcontractor works.
- Data entry in SAP ERP system for Good receipt of materials delivery note & Invoices (GRP).
- Preparation of weekly report for flow of document submissions and status of approvals.
- Keeping and maintaining all documents (soft +hard copy) in easy traceability and tracking mode.

Fata EPC, Part of Danieli Group, Abu Dhabi, UAE (HO Italy) – Union Chlorine Project, Chlor Al Kali Plant 70 TPD, Icad III, Abu Dhabi, UAE

**Union Chlorine Project, Chlor Al Kali 70 TPD Plant, ICAD III, Abu Adhabi.
Document Controller with Main Contractor, European EPC Company.**

- Responsible for the receipt, identification, registration, issue, distribution and storage of all controlled document. And also upload, download, create, delete functions in stream line using BUZZAW.
- Generating and maintaining the various document logs as like submittals, Shop drawings, Material submittals, Pre-qualification, Technical Queries, RFI, MIR, WIR, Handover certificates, Payment Certificate, Claim for variations, Invoices and others
- Preparation and distribution of manpower and resources daily reports & Distribution of weekly & monthly reports from planning department to concerns.
- Preparation of transmittals for getting approval from Consultant / Client.
- Distribution & Maintaining updated records of controlled copies of latest approved documents and drawings are given to the concerns, subcontractor and suppliers if applicable.
- Maintaining the documents and drawing in the document control office under safe custody without any damage or deterioration with easy traceability.
- Controlling the output production of drawings, documents, printing and plotting.
- Arranging and maintaining of office stationeries etc.

Kemco Group, Doha, Qatar (Electro Mechanical, Construction)

- Preparation & Maintaining of drawing files, correspondence files project wise and customer wise.
- Preparation of Organization charts / Histogram and process flowchart using Ms Office – Excel, Word & Visio Programs.
- Petty cash reimbursement, PCV preparation, Arrangements and issuance.
- Tracking of material request and co-coordinating with Trading and Procurement depart.
- Light vehicles program and arrangement of site requirements and also the preparation of monthly diesel and petrol issued statements.
- Document preparation and assisting of Manager Transmission, Manager Distribution and HOD's
- Documentation work for gate pass for employees working for the contracts under clients/Main contract like Kahramaa, Qatar Petroleum, Ras Gas, Oryx GTL, Shell GTL, Qafco, Hyundai, RLIC, Black Cat, Descon, MIC etc
- Preparation of prequalification documents submission for Kahramaa approval.
- Assisting to General Manager for all documentation work.
- Supporting to Head of Tendering for preparation of Tender Documents and Quotations.
- Collecting the Tender documents after going through the newspaper & Website as per the instructions of General Manager/Head of Tendering Department.
- Submission of Tenders to the designated office.
- Preparation/Assisting to Head of Tender for post tender clarifications, if any, and its submission.

All the information given above is true to the best of my knowledge.

Reference available up on request.

Rajesh Rajendran
Abu Dhabi - UAE