

**SREENIVASAN K.V**

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**United Arab Emirates**

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### Profile summary

I’m looking any challenging position over **9 (Nine) years** of experience as a **Document controller** in the field of Oil and Gas and Building Construction. Used skills and knowledge to contribute to the success of several major projects.

### AREA OF EXPERTISE

* Well-versed in Word processors, Spreadsheet, PowerPoint, Outlook and Lotus notes.
* Experience in Electronic Document management system, **INDRA, FOCUS** and basicknowledgein **Aconex.**
* Networking background (Currently doing CCNA Switching and routing).
* Data accuracy.
* Digital file organization.
* Proficient typing skills.
* Administrative support
* Sorting and labeling
* Office administration
* Database Management

**WORK EXPERIENCE**

**March 2020 – August 2020**

* **Company : INTECSA INDUSTRIAL**
* **Project : BeAAT Treatment Plant Expansion**
* Location : Emirates of Abu Dhabi, Ruwais- Abu Dhabi.
* Client : Abu Dhabi National Oil Company (ADNOC)
* Consultant : Wood
* Position : QA/QC Document controller.
* Main Duties
* Perform data entry for all outgoing and incoming correspondence with 99.9% accuracy.
* Responsible for all the incoming and outgoing documents, MCC dossier, List of components (LOC), and Matrix.
* Follow up Punches, Walk down completed/scheduled date, MCC deadline, and LOC status.
* Update Mechanical Completion Certificate (MCC) Dossier tracking file.
* Issuing of LOC to subcontractors, after walk-down performed for each Subsystem.
* Follow up the matrix for each Discipline affected by works related to each subsystem.
* Coordinate with the subcontractor for Dossier and matrix.
* Follow up the approval of Dossier from TPI and update the status.
* Filing the entire Dossier according to the Subsystem.

**November 2017 – July 2019**

* **Company : AIROLINK BUILDING CONTRACTING**,
* **Project : Seven hotel & apartments - The palm.**
* Location : Emirates of Dubai, The Palm.
* Client : Al Memzar Investment Co. LLC
* Consultant : Incorporated consulting engineers-Conin
* Position : Project Document Controller.
* Main Duties
* Proficient in compilation of project documents like Material Technical Submittals, Method Statements, Risk assessment, Shop/As-built drawings, IR.
* Understanding of weekly / monthly dashboard and compilation of the supporting documents for submission to the Consultants.
* Perform data entry for all outgoing and incoming correspondence with 99.9% accuracy.
* Responsible for Issues Identification & Tracking Document such as Site inspection, RFI, CVI and NCR from the Contractors to a Consultant.
* Control the flow of information and ensuring that proper documents are available or sent to those who need it.
* Register all the Outgoing, Incoming correspondence and distribute with distribution matrix.
* Prepare of Transmittal for submission of documents.
* To ensure that superseded drawings/documents are removed from the active files and replaced with the latest revision.
* Ensures that controlled copies of the latest approved documents and drawings are given to the appropriate staff, contractors, and suppliers.
* Follow-up with team members for “under review” status items.
* Set up document control filing system by organizing, labeling, indexing.
* Make sure that the original document stays in the Document Control.

, **December 2014 – March 2017**

* **Company : AL JABER ENGINEERING**,
* **Project : Plant Motor Vehicle.**
* Location : Qatar,Alkhore
* Position : Accounts Document Controller.
* Main Duties
* Responsible for diesel consumption of Equipment and vehicles working on many site locations.
* Prepare Daily Diesel order to **WOQOD** for several storage tanks and control the consumption process.
* Receive Equipment and Vehicle diesel consumption report from the site and registering in to **FOCUS.** (**ODBCORACLE** V6.003).
* Prepare and process daily & monthly consumption report.
* Ensuring all correspondences regarding financial matters are forwarded to the Account section.
* Monitor diesel Tanker vehicles, drivers, helpers and perform other related work as required.
* Maintenance of documents filling system according to specified document category codes with soft copy and hard copy.

**July 2008 – September 2010**

* **Company : AL JABER ENERGY SERVICES.**
* **Project : Asab Gas Development Project.**
* Location : Emirates of Abu Dhabi.
* Client : GASCO.
* Main Contractor : BECHTEL.
* Position : Document controller.
* Main Duties
* Receives and registers Client provided document and ensuring that the information is accurate and up to date.
* Prepare of Transmittal for submission of documents.
* Distributing the project related documents to client & sub-contractors through transmittal.
* Respond to queries regarding revision status of issued drawings/documents from engineering.
* Feed all main document data such as drawings, correspondences, specification, vendor manuals etc to Database.
* Stamp the copies ‘CONTROLLED COPY’ in red and remove the previous revision and stamp it ‘SUPERSEDED’ and refilled it in the superseded section.
* Register & issue all project documentation into Database for tracking & expediting purposes, engineering requisitions, project files & various engineering files.
* Prepare the internal transmittal as per the project distribution matrix.

**October 2005- Feb 2008**

* **Company : JAPAN GAS CORPORATION**
* **Project : Low Sulphur Diesel Production Project (LSDP Project)**
* Location : Bahrain,Alba
* Client : BAPCO.
* Position : Assistant Document Controller and Administrative Assistant
* Main Duties
* Responsible for Document & Drawing issue Both Engineering & Vendor Prints.
* Electronic Document Management System (EDMS) called INDRA (Intergraded document Management system for Global collaboration) using for controlling documents.
* Control Distribution for concerned disciplines, Monitoring for Status of documents FA, FR, FI, FC and AB.
* Printing the and internal distribution of the Engineering and Vendor Documents from EDIS to the concerned sections such as Field Engineering, Civil , Piping, Mechanical, Electrical and QC .
* Distribute Documents through Transmittal to the Client.
* Update the Incoming and Outgoing Documents.
* Preparing Transmittal to all documents and distributes for Sub contractors and internal section.
* Filing all the Documents according to the Area.

**As a Assistant Administrative**

* Assist to issue correspondence, document distribution, file keeping.
* Dispatch document transmittals by courier and follow-up courier/materials.
* Verify/calculate Man-hours of the staff, Assist to preparing pay-rolls and assist to distributed salary.
* Assist to Issue purchase Order, inquiries and follow-up of material delivery.
* Assist to Visa related works like controlling visa/passport validity, documentation renewal.
* Transportation scheduling - As JGC have around 225 employees, it is very difficult to meet the requirements because especially the return schedule is not fixed as the engineers/supervisors cannot fix their return schedule due to the nature of their site work. Controlling vehicles like maintenance, renewal etc. Supporting to rent/lease vehicles.

**EDUCATIONAL QUALIFICATIONS**

* **Bachelor Degree in Arts (B.A) May 2000 – Kerala - India**

**ADDITIONAL QUALIFICATION**

* Currently doing CCNA (Cisco Certified Network Associate) level certification course.
* Completed **Pre Sea training for deck rating** approved by Director General of Shipping,in the year 2000 from EUROTECH MARITIME ACADEMY COCHIN.
* **General Ship and cargo Knowledge**: - Introduction to Industry, Shipboard Organization, Nautical Terms, Navigation/Buoyage/ROR, Seamanship, Rigging, Signals, Cargo Work, Ship Maintenance.

**Safe working Practice/Emergency Precautions/Environment Protection:-**Personal Conduct, Health Hazards, Accident Prevention, Safe Working Practice, Survival, Life Saving Appliances/Fire Fighting Appliances, First Aid.

**PERSONAL DETAILS**

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| **Date of birth** | 02nd May 1978 |
| **Place of birth** | Kerala |
| **Nationality** | Indian |
| **Personal No.** | 10002057810917 |
| **C.D.C NO** | CH18054 |
| **Trade** | Pre-Sea Deck Rating. |
| **Marital status** | Married |

**Reference**

* Mr. Rajan Abraham PMV Operation Manager ,Email-[rabraham@jec.qa](mailto:rabraham@jec.qa) Tel-  +974 44907715 Ext. 29
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