**MARIYAPPAN RETHINAVELU**

**CURRICULUM VITAE**

**PERSONAL DETAILS**

**Full Name: Mariyappan Rethinavelu**

**Address:** A1 Karikkara street, Puduppattinam, Thanjavur Dt, Tamilnadu, India

**Date of Birth:** March 10th, 1989

**Nationality:** India

**Mobile No: UAE** +971-54-327-4503 **IND** +91-9750-199-108

**Personal Email:** **marigalaxy07@gmail.com**

**EDUCATION**

# 2011 Degree Bachelor of Commerce (B.com)

 Affiliated to Bharathidasan University, Trichy, India

# 2008 Higher Secondary School Education

 Khadir MohideenHigh School, Adirampattinam, India

**EXPERIENCES**

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**Employer: Hyundai Engineering & Construction Company Limited, Abu Dhabi, UAE**

**Position: Document Controller**

**Location:** Barakah Nuclear Power Plant Project (BNPP) Ruwais, Abu Dhabi

**Period of Employment:** July 2019 – June 2023. (4 Years)

Duties:

* Piping Procedure, M&TE, Turnover Document
* Nuclear Power Plant Construction Management System (NPCMS)
* Prepare Construction Document Project (CDP)
* Prepare and Control Measuring & Test Equipment M&TE Calibration
* Updated NCR Non-Conformance Report in HPMS Project Management System
* Assist to Prepare N-5 Data Report
* Download NCR from SAP
* Nonconformity (NCR, CAR/PAR) UAE Nuclear Power Plant Project Report
* Drawings, QCP, NDT, WPQ Certificates, Reports Technical Queries, Hydro test packages and other miscellaneous project contract documents.
* Prepare Inspection Report (IR)
* Prepare Welders Qualification Report
* Updating and Filling Records of Welders’ Qualification
* Preparation of Transmittals and Maintenance of Transmittal Records Properly
* Preparing all Types of QC Inspection Report
* To prepare and coordinate daily inspection reports of RFI submittal to the Client
* Site Inspection of Flange connection, Gasket Replacement and checklist
* Maintain keep Quality Control Record files
* Responsible for maintaining hard copy information.
* Hyundai E&C Project Management System (HPMS)
	+ - * + QMC Report Updated
				+ Quality Assurance Report Updated
				+ Quality Control Daily Updated
				+ Nonconformity (NCR, CAR/PAR)

 **Employer: Hyundai Engineering & Construction Company Limited, Abu Dhabi, UAE**

**Position: Document Controller**

**Location:** Satah Al Razboot (SARB) Offshore Oil & Gas Project, Zirku Island, Abu Dhabi

**Period of Employment:** Sep 2016 – July 2019 – (3 Years)

Duties:

* Submitting technical documents for review and approval.
* Maintain project drawing/documents distribution record
* Preparing and update of various logs and registers.
* Establish and maintain a proper document filing system for hard copies
* Sending outgoing letters, MOM, Transmittal
* Prepare MRS by Global Integrated Management System (GIMS)
* Update daily IN (Inspection Notification) received and database.
* Issuing daily IN for PMC signature and photocopy.
* Keying and accepting daily reports from inspectors (Welding, NDE, PWHT, HT, and PMI) in IPCS. (Integrated Piping Control System)
* Updating and filing the latest Drawing revision in IPCS.
* Updating the Punch List in IPCS
* Filing client-signed daily reports
* Sending daily progress reports.
* Update construction report

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**Employer: Petron Engineering & Construction Company Limited (KSS Group Company), India**

**Position: Document Controller**

**Location:** Paradip Refinery and Petrochemicals Project (NHT – CCR Heater Package) Orissa-India.

**Period of Employment:** Oct 2013 – August 2016 (3 Years)

Duties:

* Updating Daily QC Reports to the CDRS system
* Preparing Weekly Inspection Status and submitting to PQAM
* Preparing Log Sheet for Incoming / Outgoing Letters / Transmittals
* Preparing and Updating Index for Procedures / Specifications / QCP / ITP / WPS / Method Statement / NCR / QOR / PAR and Calibration Certificates
* Receiving CA from Subcontractors & Issuing to concerned QC Engineers and Inspectors for Site Inspection.
* Preparing index pending status from weekly report log sheet.
* Preparing an index for final dossier submission.

 

**Employer: DAS Offshore Engineering Private Limited Company, India**

**Position: Document Controller**

**Location:** Installation & Commissioning of Heat Exchanger & Vessels at LPG & CSU Plant Project.

 Mumbai, Maharashtra, India.

**Period of Employment:** Jun 2011 – August 2013 – (2 Years)

Duties:

* Filing of Engineering Drawings and Documents including Vendor data and arranging these documents
* Provide copies of the latest revision to Discipline groups and Subcontractors as required by the distribution schedule as fast as possible
* Handling Incoming Letters, Transmittals Technical Documents, etc. from Client Subcontractors etc.

**General Characteristics (Job Summary)**

# Support QAQC Managers, and QC team for QC Documentation & other report (daily/weekly/monthly) as per QAQC standards & Client requirements.

# Perform Internal & ISO audits, Documents, Drawings, Engineering Queries, Design Change Notice, Field Change Notices, Site Queries, NCR Log, Requests for Inspection records, Punch Lists, QCF, Quality procedures of Welding & Painting Specifications, Welder Qualifications, Procedures and Certificates, Reports, etc.

**SPECIFIC SPECIALTY**

# Adobe Acrobat

# SAP Logon

# GIMS

# ERP

# NPCMS

# EDMS

# FMCS

# CM Tool

# VPIS

# SPF (Smart Plant)

**KNOWLEDGE**

# Competent with document control

# Strong skills in MS Office including Outlook, Excel and Word.

# Knowledge of Electronic Document Management Systems (EDMS)

# Administration knowledge

# Expertise in Construction Document Control

# In document control at the site

# Administration and Document Control

# Experience working with many file types

# Experience in document or records management

# Reports preparation

**TECHNICAL SKILLS/ COMPETENCIES**

* Quality Management
* QA/QC Planning

# QC Execution

# Quality Training

# Subcontractor Management(QAQC)

# DCC Management

# Quality Audit

# Subcontract

# Method Statement

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