



Nidhin Raj

DOCUMENT CONTROLLER

📍 Ai Ain, Abu Dhabi, UAE

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PROFILE

Document Controller with 10 years experience with proven ability to establish and maintain an effective filing archiving system for paper and electronic documents in accordance with company and archiving procedures. extensive knowledge of electronic management systems, supplier document controls, electronic filing systems, final handover and also technical library.

SKILLS

Ability Work to in a Team

Fast Learner

Communication

Microsoft Office

Attention to Details

Team Work

Effective Time Managment

Adaptability

WORK EXPERIENCE

DOCUMENT CONTROLLER

Al Abbar Aluminum LLC, Dubai 2009 - 2019

- Develop and implement processes related to document control and management.
- Checking quality of documents.
- Monitoring processes.
- Producing listings.
- Teaming up with other documentation groups.
- Coordinate all activities related to the site and Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Generate the various document control reports as required.
- Typing of site documents, and follow up of all the site needs.
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Maintain the files and control logs as required by the project
- Coordinate with HR, Accounts and Transport Departments.

LANGUAGES

English

Hindi

Malayalam

Tamil

PERSONAL DETAILS

DOB-05 JUN 1988

Indian

Married

Visit Visa

REFERENCE

Available on Request

PROJECTS PROFILE

Jewel of the Creek, Dubai

Client: Dubai Int'l Real Estate

Consultant: Kling Consult – Kieferie & Partner

Main Contractor: HLG

One Central Phase 1A7 – H2B Hotel, Dubai

Client:

Consultant: WSP, mace

Main Contractor: ASGC Construction

The Address Harbor Point – Dubai Creek Harbour

Client: EMMAR

Consultant: Mirage & KEO

Main Contractor: ASGC Construction

City Walk Phase 1, 2 & 3. Dubai

Client: Merraas Development LLC

Consultant: Holford Associates

Main Contractor: Al Shafar General Contracting

Creek Walk @ Business Bay, Dubai

Client: DPG

Consultant: Halcrow International

Partnership

Al Qasimi Tower, Sharjah

Main Contractor: Al Mawarid General

Contracting

Business Bay @ Bay Square, Dubai

Client: DPG

Consultant: Khatib and Alami

Main Contractor: Al Shafer General Contracting

EDUCATION HISTORY

Bachelor of Arts in Economics 2005-2008

University of Calicut, Christ College Irinjalakuda