

C u r r i c u l u m V i t a e



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Education Qualification

B.Sc. (Statistics) From the University of Kerala with first class.(1995-1998)

Pre Degree From the University of Kerala (1993-1995)

Professional Qualification

DIPLOMA IN COMPUTER APPLICATION:

MS Office Package: Word, Excel & Power Point.

Good knowledge in Document Management Database such as Live link, Workflow, Expedition, EDMS, E-Constructions, Aconex & Basic Knowledge of Auto CAD.

Carrier Highlights

19 years of overall experience in Document Control, Record Management, Drawings Archives, Project Support Services, System Support, and Material Control. My main focus is on Electronic Document Management System (EDMS). In addition to Document Control, got exposure in a variety of other functions of the business like Project Scheduling, Project Planning, Office Management, Quality Management System, ISO and Internal Audits. Worked as an individual and as a contributive member in an existing productive team. 19 years of total working experience out of which 12 years in Document control, 7 years in Office Administration and Accountant.

Objective

To work in an organizational structure wherein I may be able to contribute to the development and growth of my surroundings and the company as a whole and wherein I may be able to learn and improve my skills and knowledge in the technical and managerial aspects so as to better myself in every stage of my tenure in growth.

Experience in GCC

◆ **Hill International Inc.(Project Management)** from November 2012 to Present

Position: Senior Document Controller

Project: Midfield Terminal Complex (Client:- ADAC)

The MTB project scope includes the main building structure and the four piers the baggage handling and screening system the interior structures and build out the mechanical electrical and plumbing system lifts, escalators and the passage boarding bridges other specialist airport systems and the head of stand air side service roads. Construction of primary roads consisting of elevated roadways on combination of cast in situ post tensioned bridge structured and embankment with earth reinforcement wall, The approximated roads area in 12000 M2 with total length of 5600 M having 2-4 lanes in each direction. Construction of secondary roads network mainly comprised of Two lanes in each direction with roundabouts provided for traffic control

Construction Manager :	AECOM / HILL International Inc.
Design Consultant :	KPF / NACO & GHAFARI
Main contractor :	TAV/CCC/Arabtec/CSCEC/Pivot/ L&T/ATLAS
Project Value :	10.8 Billion DHS

Project: Midfield Terminal Complex comprising of:

- **Midfield Terminal Landside**
- **Midfield Landside Supporting**
- **Midfield Terminal Car Park**
- **Midfield Terminal Security System**

Project: Abu Dhabi Feature School Program – Phase III (Client:- ADEC, Musanada)

The project comprises of seven (7) Schools of similar designs in the following areas in Abu Dhabi and Al Ain. The project's scope of work consist of a 2-storey school building the project will accommodate 1490 male and female students (1250 C1 students and 240 KG students) and will include 62 classrooms including 12 for KG. The school will also include two classrooms for arts and music, a library, administration offices, a multipurpose hall, a cafeteria, a dining hall, external playgrounds, parking spaces and external landscaping.

Consultant :	KEO
Main contractor :	Al Faraa /Wates
PMC :	Hill International Inc.
Project Value :	230 Million DHS

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Personal Data:

Date of Birth : 05/05/1977
Sex : Male
Nationality : Indian
Marital Status : Married
Mother Tongue : Malayalam
Languages(s/r/w): English,
Hindi, Malayalam

Passport Details:

Passport No. : J6433225
Place of Issue : Abu Dhabi
Date of Issue : 17/03/2011
Date of Expiry : 16/03/2021

Visa Status: Employee Visa

UAE - DRIVING LICENSE

Driving License No.: 2184102
Place of Issue : Abu Dhabi
Date of Issue : 22/10/2012
Date of Expiry : 21/10/2022

Nature of Duties

- Complete responsibility of all Document Control System and familiar with the Electronic Content Management System (ECMS), Open Text Livelink, and Workflow, Good working knowledge of document management systems, procedures and processes
- Receiving documents after quality check, registering and distributing all incoming, outgoing correspondence, Transmittals, drawings, all submittals and other related documents. Ensure that all the relevant Project documentation is registered maintained in the **Electronic Document Management System (EDMS)**.
- Assist with the preparation of status reports, monthly reports, and the assembly of supporting documentation for the Manager and other departments.
- Follow-up for outstanding submittals / shop drawings/as built and coordinate with concerned team. Contribute to setup configuration, testing and training of electronic document management systems coach project discipline personnel to ensure.
- Maintain timely and effective document controls process, procedures and systems. To ensure proper safekeeping of Electronic and Manual documents and good quality of work.
- Ensure documents submissions are complete and accurate as per the engineer's response or project quality plan. Maintain confidential records and files. Preparation and follow up of NCR and Site MEMO.
- Other responsibilities include project administration, manpower coordination, managerial reports, project coordination meetings and inter-discipline workshops.
- Project Handing Over and Close-out Process related to the Warranties, OMM, and Training Manual, Completion Certificates, and co-ordination for obtaining As-Built & GIS Drawings.

◆ **National Projects and Constructions LLC. Abu Dhabi** (*An ISO 9001 – 2008, ISO 14001-2004 & OHSAS 18001-2007 approved company. Reputed Construction Company*) **from July, 2008 to October 2012.**

Position: **Document Controller**

Handed Projects with **National Projects and Constructions LLC(NPC)**

- Client : Reem Developers
(**Rawdhat Infrastructural Project**)
Consultant : EWAN/ Hyder
Main contractor : NPC
Project Value : 200 Million DHS
- Client : SEHA (**Ambulatory Clinic**)
Consultant : HDP & HILL
Main contractor : NPC
Project Value : 70 Million DHS
- Client : Crown Prince Court
(**Sea Palace Development**)
Consultant : AEC & VIAP
Main contractor : NPC
Project Value : 235 Million DHS

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Key Skill

Well versed with electronic document control system.

The ability to effectively priorities task and manage a full support team.

Ability to work well under pressure and deliver quality results on time.

Demonstrable ability to work on multiple projects and complete high quality work against strict and conflicting deadlines.

Knowledge on ISO 9001 is desirable

Excellent organizational skills, accuracy and attention to detail

Quick at learning new concepts & Meticulous and hard working. Setting higher standards of performance.

Good team player with excellent organization and motivation skills.

Nature of Duties

- Independently handling Document Control System. Preparation of correspondence, transmittals for construction drawings documents are issued to the Contractor and Sub-contractors in compliance with established document issue procedures.
- Receiving, scanning, indexing, routing and filing all incoming and outgoing documents (documents numbering, formats, issuance, review, dispatch, recording and archiving).
- Preparation and maintaining Electronic Filing System. Preparing of Document Distribution Matrix for Design and Supplier & Distribution to Project Personnel.
- Preparation of Daily Reports, Inspection Request, and Material Inspection Request, other submittals & Drawing submissions to the Consultant, Ensuring confidential matter is retained in the best ethical way.
- Maintain timely and effective document controls process, procedures and systems. To ensure proper safekeeping of documents and good quality of work, keeping all superseded revisions also.
- Preparation of daily, weekly and monthly submittals review status summary report and send to the Client. Ensuring submissions are completed on time, submitted and acknowledgements are taken and index / register are maintained and updated.
- Issued for Construction, Shop Drawings, As Built Drawings and Execution at Project Site. An important part of this new process was to work closely with in-house engineers and draft persons to create and deliver the latest revised drawings with all the comments duly incorporated and updated to get a trusting partnership based communication and collaboration with Engineering Consultants, Project Management Consultants and Client Company
- Ensure that all contractual/Contractor and local authority requirements for Quality, Health Safety & Environment (HSE) requirements are complied
- Project Handing Over and Close-out Process related to the preparation of Taking over Certificate, Completion Certificates, and co-ordination for obtaining As-Built Documentation.

Experience in INDIA

- ◆ M/s. Simon & Cailan'd Pvt. Ltd. New Delhi, India as Office administrator cum Accountant from Oct. 2004 to December, 2007.
- ◆ GE Country Wide, New Delhi, India an Office Coordinator from June 2003 to Oct. 2004.
- ◆ M/s. Orient Craft Ltd., (*India's No.1 Garment Export House*), New Delhi, India, Computer Operator (P & A) from April 2002 to May 2003.
- ◆ M/s. Orient Ceramics & Industries Ltd., New Delhi, India as Computer Operator from July 1998 to October 2000.

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References

Mr. Ghassan Gumah

Project Director

Hill International

Abu Dhabi.

Mob :- 971507913673

Mr. Ahmed EL Qasabi

Project Manager

National Projects and Construction
LLC

Abu Dhabi

Mob :- 971508539838

Nature of Duties in India

- Maintaining and updating records, Preparation of Daily, Weekly & Monthly reports.
- Procurement and distribution of Office equipment and stationery. Cross checking the inventory register with the store register.
- Handling of complete leased accommodation, Facility management, Transports Management
- Handling of Utilities, optimum utilization of resources, inventory management dealing with various vendors/clients.
- Preparation and tracking of Packing list, Invoice & Airway bills. Process requisitions, prepares purchase orders and costing.
- Preparation of imbursement for contractors and workers. Prepare Vouchers and petty cash Distribution.
- Cross checking the inventory register with the store register. Preparation and tracking of Packing list, Invoice & Airway bills.
- Process requisitions, prepares purchase orders and costing.
- Verify and report on benefits payments, maintain the leave management system and Review remittances.
- To maintain progress reports of documents handled by the department on a weekly basis and issue the notices to department heads regarding outstanding correspondences if any for expeditious response as per project contract.
- Sort and reviews invoices and check request for proper account code.
- Planned, Directed, Coordinated and assigned manpower to meet aggressive production schedules.
- Maintained office services by organizing office operations and procedures, preparing payroll. Preparation of Overtime and Salary for Labors.
- Preparation of ESI & PF for works and updating the Register and submission.
- Bills and credits accounts involved with the accounts payable system.
- Ensures that human resource files, records are maintained in accordance with legal requirements, Company policies and procedures.
- Maintains payroll records in compliance with state and federal regulations.
- Updating the employee's details and keeping the records.

I hereby declare that the above furnished knowledge is true to the best of my knowledge.