**NEELAKANTAN**

**NEELAKANTAN.154526@2freemail.com**

**SR. DOCUMENT CONTROLLER**

*A keen strategist urging to deliver comprehensively inOffice Administration*

**SUMMARY**

An astute professional having more than 15 years of domestic and international experience in Office Administration currently acting as Senior Document Controller. Excels in maintaining all documents with legal rules and regulations. Skilled at listing out the documents and documenting all project details as well as tracking the pending documents through weekly progress reports. Has Significant experience in managing construction & infrastructure developmental projects, with demonstrated proficiency in Documentation & Administration. Is Adept in Documentation & executing projects involving method engineering/Design & Shop Drawing, contract administration & resource planning. Is proficient in swiftly ramping up construction projects with competent cross-functional skills and ensuring on-time deliverables within pre-set cost parameters.

**KEY SKILLS**

* Office Administration Management
* Documents Control Management
* Electronic Document Management System
* Document Submission & Status Reports Preparation
* Quality Analysis & Plans Implementation
* Departmental Coordination & Project Management
* Office Management Software Proficiency
* Process Development & Problem Solving Skills
* Team Coordination & Pressure Handling
* Multi-Tasked & Strong Work Ethic

**PROFESSIONAL EXPERIENCE**

**1. EL-SEIF ENGINEERING & CONTRACTING CO. LTD. (RIYADH, KSA)Oct 2011 till Date**

**Designation:**Sr. Document Controller

**Projects**

* **Name:** Southern Border Housing Project (Jizan)

**Client:** Ministry of Interior-MOI

**Consultant:** Archin

**Contractor:** El-Seif Engineering Construction Co.

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* **Name:** Haramain High Speed Rail (KAEC-Station)

**Client:** Saudi Railway Organization-SRO

**Consultant:** DAR-Handasah

**Contractor:** El-Seif Engineering Construction Co.

**2. OBAYASHI CORPORATION (DUBAI, UAE) May 2007 to Feb 2011**

**Designation:**Document Controller

**Projects**

* **Name:** Dubai Metro Project

**Client:** Dubai Road and Transport Authority (RTA)

**Consultant:** Dubai Rapid Link (DURL) Consortium

**Contractor:** JTMJV-Japan-Turkey-Metro Joint Venture

**3. FARNEK SERVICES LLC (DUBAI) Dec 2004 to Jun 2006**

**Designation:**Office Admin

**4. VIDEOCON SERVICE CENTRE (MUMBAI, INDIA) Sep 2003 to Sep 2004**

**Designation:**Office Admin

**5. SIEMENS PVT. LTD. (BANGALORE, INDIA) Jul 2001 to Aug 2003**

**Designation:** Office Admin

**6. ASSOCIATION REFRIGERATION & AIR CONDITIONING PVT. LTD. Dec 1999 to Aug 2001**

**Designation:** Office Assistant

**JOB RESPONSIBILITIES**

* Managing Document Controller Department, Supervising& Handling of project document
* Maintaining project documentation as per project specification procedures
* Ensuring EDMS as per Project Standards (ACONEX, FDI.NET, PRIMAVERA 6 & 4Project)
* Controlling project copies of International codes, standards and specifications
* Coordinating between team members, Subcontractors and Client for facilitating documents
* Ensuring proper coordination with other parties’ document control focal point
* Attending weekly internal & subcontractors meeting
* Preparing the document submission status report for the individual month to update with the project management team
* Following-up with team members to close out the pending documents issues
* Maintaining structured shared information folders/Intranet files and team files, includingdetails supplied by team document number, revision coding / revision status allocation
* Providing reference numbers for all the documents submission in order keep continuesnumbering and for ease tracking
* Maintaining Data input to database related to documents, drawings and regular periodical backup ofproject documents
* Monitoring incoming & outgoing Transmittal, Reports, Drawings, Subcontractors / SuppliersApproval’s, Material Approval’s, Technical Queries, NCR, RFI, Inspection of MaterialDelivered to Site, Site Instruction, Test Results & Site Observation Note, Request forTesting, Site Clarification Request for Submission to the Engineer & Subcontractor
* Ensuring proper filing system in retrievable manner for the original project tender documents
* Ensuring proper distribution of all package documents (based on distributionprinciples/matrices agreed upon with project management team)
* Coordinating and consisting filing system ensure that all filing is up-to-date and inaccordance with project specification procedures
* Preparing of final documentation for handover and archiving, both electronic and hardcopies
* Maintaining outlook for all the incoming & outgoing mails

**EDUCATIONAL QUALIFICATIONS**

* Bachelor of Business Administration from Chhattisgarh University in 2004
* Diploma in Refrigeration & Air Conditioning from Datamatics Vocational Training Institute in 1999

**IT SKILLS**

* Windows Operating System and MS Office
* AutoCAD and Adobe Acrobat

**PERSONAL DETAILS**

* **Date of Birth :**July 21, 1978
* **Address :**Saudi Arabia
* **Languages Known :**English, Hindi, Tamil and Kannada
* **Nationality :** Indian