 **CURRICULUM VITAE**

**Shibu**

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### CAREER OBJECTIVE

To learn aspects of management and contributing the success and growth of the organization by using innovative, acumen, technical expertise and managerial skills in the pursuit of excellence by hard work wisdom and knowledge.

### OBJECTIVE

* Seeking a challenging employment that provides opportunities for personal development a career improvement & job satisfaction.
* Seeking for a career move with a reputable institution where I can use my knowledge, experience and skills to expand my horizon and benefit my employer
* Seeking an opportunity to show my caliber by working in an esteemed organization.

### EDUCATIONAL BACKGROUND

* **B.C.A(Bachelor of Computer Applications) Bharathiar University(2005) - *UAE Attested***
* **Diploma in Computer Hardware and Networking (2006)**
* **Accountancy & Auditing (Vocational Higher Secondary Examinations) (2002)**
* **OSHO** C.R. 71907 Safety Training Course Certificate **(CCC)**
* **UAE & India Light Driving Licenses Holder (Manual & Auto)**

### STRENGTHS

* Adjustable according to the demands
* Good Communication Skills and Computer Skills
* Positive attitude towards every work.
* Typing speed 80 words per minute.

### EXPERIENCES

**30 October 2016 to 03 May 2017 (Dubai Experiences)**

Job Title : **Chief Document Control Specialist / Procurement Officer**

Organization : **AM Tech Group**

**(H.O /City Tower 2, Shaikh Zayed Road) P.O. Box 233550, Dubai, UAE.**

**AM TECH PROFILE:***AM Tech Group* ***(Founded in 1991)*** *is a multinational project management and construction company. We have worked in several countries since 1991, maintaining a regional and country-focused management structure to carry out our assignments as project management company which provides top-notch project management services for specialized projects such as Hospitals, Hotels, Shopping malls, Educational Projects, etc. Based working Countries in East Asia, Europe, Irqa, Middle East (ISO 9001:2008, ISO 14001:2004/9, OHSAS 18001:2007 Certified).*

***Key Responsibilities:***

* Receives and registers Client provided document for detail engineering or construction engineering project, including in-house generated document.
* Controls issuance of document numbers, including maintenance of proper document registers for detail engineering or construction engineering project.
* Assessing timeframes on bids, it may be that there is one to submit that day. The bid may then be made in writing through the post of via an online tendering portal which is more common
* Maintains specifically assigned project database/s.
* Ensures proper document classification, sorting, filing and proper archiving.
* Reviews completeness of documentation and prepares document transmittals.
* Prepares and maintains AFC and As-built photostate books for detail engineering or construction engineering project, either for in-house use or for onward transmittal to Client during project closeout.
* Performs document quality check in accordance to Company engineering document control procedures.
* Performs file backup to ensure proper storage and archiving of electronic registers.
* Capable of communicating with a range of stakeholders to ensure that a successful bid comes together and is ready for submission.
* Prepares engineering project reports, as may be required.

**22 September 2014 to 29 October 2016 (Abu Dhabi Experiences)**

Job Title : **Chief Document Control Specialist / Tendering**

Organization : **Al Sahraa Group. (Oil & Gas Projects Division)**

**(H.O / Buhasa&Habshan Site)Abu Dhabi– 397, UAE.**

**AL SAHRAA PROFILE:***Al Sahraa Group* ***(Founded in 1968)****pays particular attention to this sector for its importance in the oil field. The group is seeking to develop this sector by provide superior services to companies operating in this important area in the Country (ISO 9001:2008, ISO 14001:2004,OHSAS 18001:2007 Certified).*



***Clients:***

***Key Responsibilities:***

* Technical and Commercial Submissions are completed on time, submitted and acknowledgements are taken.
* Doing all contractual correspondence is registered incoming registers and stamped copies are given to all relevant personnel on times as indicated/advised and reporting, investigating, analyzing and documenting all HSE incidents, regulatory compliance incidents, and significant near misses.
* To prepare the Correspondence between client and Contractor Including ADNOC Group of companies and Private Consultants and Knowledge of ISO 9001: 2000/ 2008 with respect to Documentation Management System..
* Reading and understanding contents and ensuring faster response when matters are critical.
* Identification of all project/tender files in logical manner-easy to access and Electronic Database Management System workflow (EDMS) retrieves works.
* Tender acknowledgement/section as required, tender addendum’s / clarification received are immediately copied and given to relevant personnel.
* Ability to effectively present controversial or complex topics to upper management, subordinates, and groups of employeesconfidential matter is retained in the best ethical way.
* Make sure appointments and meetings are coordinated and travel booking are properly and efficiently done.
* Confirming telephone callers are handled efficiently, courteously and messages are taken and returned promptly.
* Knowledge of current practices, equipment, materials, supplies, and technology used in the oil and gas and manufacturing industries is recommended and minutes of meeting are recorded and distributed.
* Ensuring soft copies are archived and regular backups are taken andother instruction from Management is complied with.
* Maintain the updated records of all approved documents and drawings and their distribution clearly.
* Co-ordinate all activities related to the Document control Procedure including technical documents, drawings and commercial correspondences.
* Input data into the standard registers ensuring that the information is accurate and up to date.
* Make sure the controlled copies of latest approved and drawings are given to appropriate staff, subcontractors and suppliers as applicable.
* Maintain the documents and drawings under safe custody without any damage or deterioration with easy traceability.
* To Send and receive mail from various Consultants and Clients including documents and contractual documents.
* To prepare letter of Intents & Agreements for the Company as per the instruction from Superiors.
* Good Knowledge of Tender Procedures.

**28 March 2013 to 02 September 2014 (Dubai Experiences)**

Job Title : **Sr.** **Document Control Specialists**

**(Mr.Eisa Al Khaili Hotel Project, Roof “Duplex” on plot No. BB.A05.025 at Business Bay - Dubai)**

Organization : **Ghantoot Gulf Contracting Co. (Join venture Reem Capital Contracting L.L.C.)**

**Dubai – 114313, UAE.**

**GHANTOOT GROUP PROFILE:***Ghantoot Group is* ***(Founded in 1984)****the region’s leading construction, development and service group specializing in civil engineering, electrical projects, road construction and transport and marine services.*



***Group Firms:***

***Key Responsibilities:***

* Professional telephone voice to Client, Consultant, Sub contractors and Suppliers etc..
* Ability to write business correspondence including emails, letters and PowerPoint presentations.
* Excellent verbal and written communication skills and making Material Submittals, MEP and Transmittals etc.
* Multitasking abilities with keen eye to detail on reports and messages.
* Assists Executives in appointment setting, filing, copying, faxing, scheduling, and budget planning and control.
* Excellent research skills; provides in-depth information through presentations to executive planning committees.
* Directly report to the MEP Department Manager.
* Coordinates all the technical and managerial office works.
* Maintain all documents of the MEP (i.e. MAR, Quality Documents, Emails, Internal memos, etc.).
* Coordinate with the HR Department to facilitate the training required for staffs and labors.
* Set-up and establish a Document Control Centre as per the Project Procedure and ISO 9000 standards.
* Participates in assistant training programs initiated by company procedures.
* Track record of performing at optimal levels in highly stressful situations.
* Experienced in managing 100-300 junior assistants.

### 02 July 2011 to 20 February 2013 (*Abu Dhabi Experiences*)

Job Title : **Secretary /Document Control Specialists**

**(PRESIDENTIAL PALACE PROJECT, Abu Dhabi)**

Organization : **Ghantoot Gulf Contracting Co.**

 **(Join venture of Consolidated Contractors Company)**

**Abu Dhabi – 27557, UAE.**

**GHANTOOT GROUP PROFILE:***Ghantoot Group is* ***(Founded in 1984)****the region’s leading construction, development and service group specializing in civil engineering, electrical projects, road construction and transport and marine services.*



***Group Firms:***

***Key Responsibilities:***

* Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoints, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases;
* Devising and maintaining office systems, Booking rooms and conference facilities;
* Using content management systems to maintain and update websites and internal databases.
* Attending meetings, taking minutes and keeping notes.
* Managing and maintaining budgets, as well as invoicing.
* Liaising with staff in other departments and with external contacts.
* Ordering and maintaining stationery and equipment.
* Sorting and distributing incoming post and organising and sending outgoing post.
* Liaising with colleagues and external contacts to book travel and accommodation.
* Organising and storing paperwork, documents and computer-based information.
* Photocopying and printing various documents, sometimes on behalf of other colleagues.

### 26 May 2007 to 25 May 2009 (*Saudi Arabia Experiences*)

Job Title : **IT Purchaser/Administrator Staff/Document Controller**

Organization : **Saad Trading & Contracting Co.**

  **C.R.2051014862 – Al Khobar,**

**Saudi Arabia.**

**SAAD GROUP PROFILE:***SaadGroup****(Founded in 1980)****is a group of privately owned diversified businesses. Anchored in the Kingdom of Saudi Arabia, Saad has operations and major investments under Saad specialist hospital,* [*Saad Private Schools - Boys*](http://www.saadschools.com/boysschool/index.aspx?lang=ar)*,* [*Saad Private Schools – Girls*](http://www.saadschools.com/boysschool/index.aspx?lang=ar)***,*** *Saad Travel & Tourism,Saad sevenoasis residential resorts and lot of projects around the world.*

***Group Firms***



***Key Responsibilities:***

* Purchase the highest quality merchandise at the lowest possible price and in correct amounts and Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives.
* Prepare purchase orders, quotations, requisitions solicit bid proposals and review requisitions for goods and services or Monitor and follow applicable laws and regulations.
* Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
* Analyze price proposals, financial reports, and other data and information to determine reasonable prices.

### April 03,2006 to May 15, 2007 (*India Experience*)

Job Title : **IT Tech Support / Data Entry /Document Controller**

Organization : **NEO Structo Constriction Limited**

**Surat, Gujarat - India.**

**NEO STRUCTO PROFILE:***Neo Structo Construction Limited* ***(Founded in 1980)****is an ISO 9001:2008 Accredited Mechanical Engineering Company, Specialised in the field of Construction of Refineries, Petrochemicals, Fertilisers, Steel & Metallurgical, Chemical, Oil & Gas, Power, Cryogenic and other core industries.*

***Clients:*** *etc.*



***Key Responsibilities:***

* Installing and configuring computer hardware, software, systems, printers, scanners and more
* Repairing equipment and replacing parts
* Obtaining replacement or specialist components, fixtures or fittings
* Checking computer equipment for electrical safety
* Maintaining records of software licenses or managing stocks of equipment under warranty and guaranty, consumables and other supplies.
* Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
* Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
* Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
* Maintains data entry requirements by following data program techniques and procedures,Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.

### June 01,2005 to March 27, 2006 (*1 year India Experience*)

Job Title : **Computer Instructor / Teacher**

Organization : **Madampil Govt. School**

**Alappuzha Dist., Kerala**

**India.**

***Key Responsibilities:***

* To meet every class session promptly and ready for that sessions instruction.
* Coordination and implementation of instruction in an orderly and professional manner.
* Set-up and clean-up classroom at the beginning and at the end of each class/session.
* Confirm that all materials are ordered and prepared for class sessions.
* Confirm necessary arrangements for refreshments for the class sessions.
* Coordination and implementation of one-on-one instruction in an orderly and professional manner
* Curriculum design and development as needed by software subject and client.
* Computer education and training industry research.
* Assist Administrative Support by answering the telephone, intercepts telephone calls, taking and reporting messages.

### COMPUTER AND SOFTWARE SKILLS

MS-Word, MS-Excel, MS-Power Point, MS Outlook, [Aconex](http://www.aconex.com/document-management-software), [EDMS](https://www.dokmee.com/), Adobe Photoshop, Adobe Flash 8, SAP, SQL & DBMS, Oracle. Typing speed 60 Words/Minute, Faxing, Printing, Scanner Hardware & Software and Network knowledge sharedata. Whereas knowledge making PO, LPO, Quotations and

### PERSONAL PROFILE

Date of Birth : 21 May 1983

Sex : Male

Marital Status : Married

Nationality : Indian

Language Know : English, Arabica, Hindi, Tamil & Malayalam.

### DECLARATION

I certify that the above statements made by me are true to my best of knowledge and references available on request.

**SHIBU**