**First Name of Application CV No 1619088**

Whatsapp Mobile: +971504753686



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**Shajehan**

Career Objective

Over 11 years’ experience in the field of Document Controller Cum CAD Operator, I have worked in the Oil and Gas field, with one of our clients for project support of their various projects.

I can use my experience to Controlling Documents, Project Coordination and Project Support Services and I am responsible for the effective and efficient document control of all engineering & Vendor documents, in accordance with the established procedures. I will also make Modifications in Civil, Structural, Mechanical, and Electrical & Instrumentation CAD drawings, preparing various Equipment drawings, preparing various proposals drawing for additional project. I have UAE Driving license valid up to 25/07/2019.

**Document Management skill Set:**

* Develop / implement documentation control procedures of ongoing construction projects Organize / co-ordinate review and approval of the ‘as-built’ and construction documentation.
* Controlling of the receiving and distribution of all internal and external documents pertaining with the project, in order to ensure they are made available under applicable revision to all the parts involved basing on the projects distribution matrix. Supervision of the times of issuing and receiving of comments in accordance with what foreseen in planning documentation relevant to the project. Managing Final Dossier Documentation. Managing Vendor Documentation.
* In-depth knowledge of information management principles and best practices
* Comprehensive knowledge of design stages and process of Document Control Management relevant to each stage
* Understanding of engineering documentation lifecycle appropriate to each particular document type and discipline
* Comprehensive skills in Document Control System analysis using contemporary methods and tools
* Pro-active, goal oriented with excellent attention to detail
* I will also make Modifications in Civil, Structural, Mechanical, and Electrical & Instrumentation CAD drawings, preparing various Equipment drawings, preparing various proposals drawing for additional project

Personal Details

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| --- | --- |
| Date of Birth : 12-Jun-1979Marital Status: Married | Languages Known : English, Hindi, Tamil, Arabic (Intermediate) |

Education – Qualification

|  |  |  |
| --- | --- | --- |
| Course | College/University | Year of Passing |
| Bachelor of Corporate secretary ship | **MADRAS University - India** | **June 1997 – June 2000** |

Pc Proficiency

* AUTOCAD, Photoshop, 3D MAX
* Microsoft Office Word, Excel (Excellent excel skills in Formulas), Visio, Power Point, Outlook Programs
* Electronic document management systems (EDMS) used for management of project engineering documentation
* ACONEX web-based document management system
* Document review and approval, document workflow, control of resolutions, project document workflow

Skills

* Strong interpersonal, organizational, verbal and written communication skills
* Able to persuade, motivate, lead to achieve operational goals
* Strong reporting skills and able to manage conflicting priorities in a busy project environment
* Able to identify, define or resolve problems
* Team player even with multicultural environment of employees

Employment Summary

* Feb 2015 to Jan 2016: **Worley Parsons Engineering Pty Ltd,** Abu Dhabi(UAE) (1 Year contract)

Document Controller cum CAD Operator

* Oct 2006 to Jan 2015: **Aditya Birla Group,** RAK (UAE)

Document Controller cum CAD Operator

* Dec 2003 to May 2006: **AL YOUSUF CONSTRUCTION COMPANY,** Bahrain

Document Controller cum CAD Operator

* June 2000 to Dec 2003: **MEENA TECHNO MEDIA SOLUTION,** Chennai (India)

Graphic Designer

Experience

**Document Management skill Set:**

* Develop / implement documentation control procedures of ongoing construction projects Organize / co-ordinate review and approval of the ‘as-built’ and construction documentation.
* Controlling of the receiving and distribution of all internal and external documents pertaining with the project, in order to ensure they are made available under applicable revision to all the parts involved basing on the projects distribution matrix. Supervision of the times of issuing and receiving of comments in accordance with what foreseen in planning documentation relevant to the project. Managing Final Dossier Documentation. Managing Vendor Documentation.

Career Profile

1. **Worley Parsons Engineering Pty Ltd,**

**[Abu Dhabi, U.A.E.]** – Feb 2015 to Jan 2016 (1 Year contract)

**Document Controller CAD Operator**

**Project:** Mishrif FFD Project Directorate (Iraq) (1 Year contract)

**Document Control**

* I am supporting one of our clients Lukoil Overseas B.V. for project support of their Mishrif FFD (Iraq) Projects. Having experience in leading group of Document Controllers, managing Site Document Control team, in addition to the execution of my own document control duties.
* Participate in development and implementation of documentation flow processes and procedures (registration, review, execution control and effective retention), ensuring they are in line with Company and Contract requirements;
* I am responsible for the effective and efficient document control of all engineering & Vendor documents, in accordance with the established procedures.
* Making Records in MDR & Uploading Documents in IDMS, Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
* Ensure the effective running of the day-to-day operations of the document center.
* Coordinate the activities of Document Control, including distribution of documents, tracking and reporting on document review progress.
* Maintain an efficient project related document control register using integrated document management system (IDMS);
* Ensure that controlled documentation is in compliance with the Company’s requirements;
* Supervise and record documentation and correspondence flow between Project Team and Contractors /Vendors by issuing transmittal letters and using IDMS;
* Hands on experience in identifying, sorting of Engineering Documents and drawings (Electrical & Instrumentation drawings, plot plans, details, loop drawings, data sheets, standards, isometrics, manuals etc.) as per ISO 9001:2008 Quality Management System, IDMS.
* Control and expedite review and approval of documentation, issue document control outstanding reports;
* Check and verify that all incoming /outgoing transmittals are composed properly and the listings reflect actual documentation received;
* Upload updated information and electronic version of the documents to the Company IDMS system. Ensure latest available document revisions are available for reference and that deleted/superseded revisions are disposed, upload updated information and electronic version of the documents to Company EDMS.
* Coordinate engineering key performance indicators.

Receive

* Receive and distribute project documents and drawings based on the Document Distribution Matrix to the right department and right person (action parties) as per agreed procedure after Project Manager’s Review.
* Receive, record, log, scan and distribute all project documents, shop drawings and other submittals.
* Ensure the correct stamping all documents or drawings in accordance with the prevailing document control procedures.

Record

* Maintain records of engineering documents and drawings in hard copies and electronic files and monitor the revisions and approval status thereof.
* To maintain the record of all controlled documentation – issue, status and location.

Distribute

* Document distribution by Transmittal System as per Document distribution Matrix for Hard copy and Electronic Document Transfer.

File / Store

* To file all project documents: date wise, subject wise, sender wise with sequence.
* Maintain record and control the engineering library of relevant procedures, codes & standards, specifications and reference documents, contract documents, within the secure document control area.
* Maintains and controls filing system for Engineering, Construction documents, Requisitions, Purchase orders, Invoices, etc.

Issue

* Ensure that all documents are issued with the transmittal system.
* To maintain accurate record of the receipt and issue of transmittals.

Document Audit

* Standard Document Control function, i.e. Track the creation, update, approval and versions of documents of all types, ensure compliance with Quality Management Systems, become the focal point with regard to document tracking and distribution.
* Tracking of documents and drawings in accordance with the approved procedures.

Project Support

* Review and proofread documents for consistency of document format and system concerns.
Prepare reproduction of documents if needed.
* Prepare reports & Memorandum.

**AutoCAD Draughts**

* Support the Customer LUKOIL OVERSEAS as the CAD Designer for Central Engineering Group, in coordination with Mishrif Early works, Full field development in Iraq especially in the area of developing plans and option for site plot plan and site roads, and support facilities.
* Assisted the Central Engineering Manager with all the Brownfield Modification issues by creating Engineering Drawings.
* Completion of tasks received from Engineers.
* To make modification in Electrical & Instrumentation, Pipeline drawing for Various Project using of AUTO CAD.
* Coordination with other design disciplines.
1. **Aditya Birla Group**

**[RAK, U.A.E.]**– Oct 2006 to Jan 2015

**Document Controller cum CAD Operator**

Documentation of Management Reports in an Integrated Project Management System (IPMS) environment, Project Support Services, Business Coordination, System Support and Data Base Management in Civil, Mechanical, Piping, Structural, Infrastructure Projects in Aditya Birla Engineering, Preparing various Equipment drawings, Preparing various proposal drawing for Additional project, etc.

**Key Responsibilities and Principal Accountabilities:**

**Document Control**

* Exposure in Engineering design office, experience in leading a small group of Document Controllers, managing Site Document Control team, in addition to the execution of my own document control duties.
* I am responsible for the effective and efficient document control of all engineering documents, in accordance with the established procedures.
* Coordination with various discipline project team members. Providing support to different design managers. Supervision of daily uploads of drawings and documents in ACONEX web-based document management system. Design and development of advanced project document control system for the business.
* I am responsible for maintenance and continual improvement of Document Control Management System as per ISO Standard. Monitor the document control requirements on an ongoing basis so as to make recommendations for any improvements in the system if necessary.
* Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
* Maintain registers of all receipts and issues or submissions of documents and correspondence.
* Expedite the return of documents and approvals or comments within the required time period from internal and external parties to whom they have been issued or distributed.
* Ensure the effective running of the day-to-day operations of the document center.
* Assist with the implementation, management and administration of the electronic document management system.
* Perform document control & Quality management activities.
* Maintain procedures for maintaining documents and manage change control of documents.
* Reporting on the performance of the document control system for review and as a basis for improvement of the documents control system.
* Ensure that Project Team and contractors comply with the document management system process and procedures.
* Work closely and liaise with contractors’ document control group in all matters relating to document control.
* Maintain document logs for correspondence, material approval submittals, shop drawing, RFI (incoming & outgoing).
* Receiving and distributing all documents. Preparation transmittal sheets for Inspection Requests, Material & Shop drawing submittals and Filing etc.
* To ensure compliance with quality assurance requirements at all time.
* Coordinate engineering key performance indicators.
* Receive and distribute project documents and drawings based on the Document Distribution Matrix to the right department and right person (action parties) as per agreed procedure after Project Manager’s Review.
* Receive, record, log, scan and distribute all project documents, shop drawings and other submittals.
* Ensure the correct stamping all documents or drawings in accordance with the prevailing document control procedures.
* Maintain records of engineering documents and drawings in hard copies and electronic files and monitor the revisions and approval status thereof.
* To maintain the record of all controlled documentation – issue, status and location.
* Scan and store the approved shop drawings in the database so that the project team can access.
* Keep current hard copies and file supersede version.
* Document distribution by Transmittal System as per Document distribution Matrix for Hard copy and Electronic Document Transfer.
* To file all project documents: date wise, subject wise, sender wise with sequence.
* Maintain record and control the engineering library of relevant procedures, codes & standards, specifications and reference documents, contract documents, within the secure document control area.
* Maintains and controls filing system for Engineering, Construction documents, Requisitions, Purchase orders, Invoices, etc.
* Ensure that all documents are issued with the transmittal system.
* To maintain accurate record of the receipt and issue of transmittals.
* Manage archive activities for controlled documents and validation of files.

Project Support

* Review and proofread documents for consistency of document format and system concerns. Prepare reproduction of documents if needed.
* Prepare reports & Memorandum.
* Provides assistance to the Contract Advisor and Procurement Specialist for the distribution of contracts, procurement bid packages, and subsequent clarifications and analyses, both within the design team and with contractors.
* To organize copies of hard & softcopy documents, incoming and outgoing.

**AutoCAD Draughts**

* To make Corrections in Civil, Structural, Mechanical, and Electrical & Instrumentation using of AUTO CAD
* Preparation of Plant water and pipe line arrangement drawings for the entire plant.
* Preparing various Equipment drawings.
* Closely coordinates with Contractors for their construction activities to avoid existing underground utilities for their exaction and construction works.
* Preparation of Plant road arrangement drawing and route maps using Auto Cad & Photoshop
* Preparing various proposals drawing for Additional project.
* Design of Layout, Company advertisement boards & Safety Sign boards by using Adobe Photo shop
* Completed high-impact Graphic and Auto CAD design projects, including menus, brochures, CD covers, certificates and calendars and branded several products and services by using Adobe Photo shop.
1. **AL YOUSUF CONSTRUCTION COMPANY, Bahrain**– December 2003 to May 2006

**Document Controller cum CAD Operator**

**Key Responsibilities:-**

* Perform Document Control functions in line with Approved Procedure.
* Generate Progress Reports.
* Maintain Document Control Database.
* Manage Document Control Center, Project Filing System.
* Responsibilities involved all manual and electronic documentation work process and activities for Civil, Fabrication and Erection of Steel Structure.
* Document distribution of both electronic and hard copy to various action parties.
* Provide assistance to Engineering personnel in document retrieval.
* Interface with Client / Consultant and 3rd parties as needed.
* Communication / Liaison with Project Management Team, Client & Subcontractors effectively and resolve problems & issues related to documentation.
* Implementing established Document Management Procedures.
* Prepare report as required by the Project Manager.
* Providing support to Project Team by managing incoming / outgoing project information and documentation on daily basis, while ensuring accurate records are maintained.
* Excellent organizational skill.
* Experience in Microsoft Office and ability to prioritize the workload as required.
* Expediting Documentation, necessary follow-ups with concerned parties involved in the document, taking correct action to guarantee the availability of documents to required timeline.
* Acquired expertise in document control work including maintenance of documents and engineering drawings.
* Preparation of architectural building design in Photoshop
* Preparation of 3D modeling of buildings
1. **MEENA TECHNO MEDIA SOLUTION, Chennai (India)** – June 2000 to December 2003

**Graphic Designer**

**Projects:** CBT (Computer Based Tutorial)

**Nature of Work:**

* Macromedia Director & Macromedia Flash with Lingo programming.
* Web page and Inlay cards Designer (Photoshop).
* Preparation of 3D modeling of buildings.
* Involved in Photoshop presentations.
* Sound Editing by using Sound Forge
* Story board advertising campaigns for different media mediums.