**First Name of Application CV No1648902**

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**Senior Document Controller - EDMS**

**Document Control | Electronic Document Management System | Project Management**

*A document controller with expertise in maintenance-document control, updating document, design change, projects, contractor, providing latest designs and specifications, managing all documents online using servers & manually as well and uploading document as pdf copy with an aim of accomplishing project objectives*

**PROFILE SNAPSHOT**

* A result-oriented professional offering 19 years of a successful career with diverse roles distinguished by commended performance in:

**Areas of Expertise**

**Document Control& Maintenance**

**Client Contract Management**

**Project Management**

**Resource Utilization**

**Design & Specifications**

**Database management**

**Cross-functional Coordination**

* Functioning as controller of document management, transfer, preservation and maintenance using methodology and procedure of document management
* Leading the entire document control database systems across Middle East including large projects in Oil & Gas engineering segment
* Devising document control procedures and numbering procedure based on client contract documents and implementing the approved procedure to the project
* Generating reports, maintaining RFI, preparing technical document report/vendor document report (TDR/VDR) document transmittal, checking documents, revising documentation with the vendors and ensuring submission on time
* Preparing the weekly and monthly progress status of the document control areas
* Reviewing the document control index (DCI) submitted by contractor for confirming the progress and weighted value in order to approve the invoicing
* Proven track record of excellence in managing teams and various projects, utilizing resources for job requirement
* Skilled in examining documents, such as drawings,procedures, change orders, and specifications to verify completeness and accuracy of data confers with document originators or engineering liaison personnel
* Expert in coordinating with other dept., managing distribution & resolving document issues
* Excellence in providing latest designs & specifications, managing all documents online using company server and uploading/downloading document as pdf copy
* Gained expertise working in central department under engineering function
* A strategist cum implementer with recognized proficiency in accomplishing corporate plans and goals successfully

**ORGANISATIONAL EXPERIENCE**

**Punj Lloyd Ltd. Gurgaon (India) Since May’15**

**Senior Document Controller**

**Key Result Areas:**

* Supporting project control dept. for preparing of document control procedures and numbering procedure ; based on client contract documents and lead to implement the approved procedure to the project
* Generating reports from system for engineering documents/vendor documents/construction documents
* Following up for pending TDR/VDR documents with Petrofac& client
* Maintain RFI (request for information) log and provide weekly status to the contractor and requester to follow-up the close out process
* Preparing TDR/VDR document transmittal to clientthrough system
* Updating all client response in to system
* Checking documents (rev. no./sht. no./description/attachments signature/readability)
* Distributing emails to IDC documents
* Coordinating with discipline engineer & QC engineer to finalize VDI (vendor document index) in order to upload in system
* Receiving/submittals from vendors and distribute through SharePoint to the concern prime reviewers as per approved project responsibility matrix and distribution matrix
* Providing daily report to engineering management to enable close-out process of document review
* Preparing the transmittal for vendor documents & informs them by emails/ uploading documents subject FTP
* Following-up the revising of documentation with the vendors and to submit them in time
* Uploading all TDR & VDR documents in to Documentum(Web Doc Management System)
* Managing all the remote server uploading and downloading of the project data/files
* Coordinating with ITdept. To provide FTP access for each vendor

**PREVIOUS EXPERIENCE**

**Petrofac Int. Ltd Sharjah (UAE) Sept.08 -Jan’15**

**Document Controller-I**

**Punj Lloyd Ltd., Yemen Jan’07–Aug’08**

**Sr. Document Controller-Yemen LNG Project**

**Dodsal PTE. Ltd., Doha Jul’06 - Dec’06**

**Document Controller**

**Punj Lloyd Ltd. - Tengiz Oil Field, Kazakhstan Feb’04 - Jul’06**

**Sr. Document Controller**

**Punj Lloyd Ltd. - Head Office, New Delhi Feb’02- Feb’04**

**Sr. Document Controller**

**Reliance Industries Ltd. - Head Office, Mumbai Aug’01- Feb’02**

**Document Controller**

**Punj Lloyd Ltd. - Dabhol LNG Project Site, Maharashtra Apr’99 - Jul’01**

**Document Controller**

**Punj Lloyd Ltd. - Head Office, New Delhi Mar’96- Mar’99**

**Document Controller**

**CERTIFICATION**

* Computer Software Certificate Course from Institute of Government of Uttar Pradesh

**IT SKILLS**

* MS-Windows, DOS, MS Office (Word, Excel & Access), WebTop, Petrocept, Documentum, e-room

**ACADEMIC DETAILS**

1991 Post Graduate Degree in Economics from Garhwal University, Uttarakhand

1988 BA from Meerut University, Uttar Pradesh

**PERSONAL DETAILS**

Date of Birth: 1st July 1966

Marital Status: Married

Languages: Hindi & English

**ANNEXURE**

**Highlights:**

* Streamlined the document control register, document distribution matrix and internal distribution transmittal mentioned
* Highlighted as “The earlier revisions of the above mentioned documents stand superseded” and removed from the record
* Received the Excellence award for outstanding performance during discharge Project Documentation by Punj Lloyd Ltd. In LNG Storage & Re-gasification Project Dabhol, Maharashtra (India)
* Maintaining all drawings/documents and incoming-outgoing documents for civil, mechanical, piping, instrumentation & electrical, HSE & quality as per the defined standards
* Resolving any discrepancies in documents and compiling changes in the same
* Posting documents to computerized or manual control records, releases documents, and notifies affected departments
* Keeping & updating records with separately revision wise in the files with master & superseded stamped
* Controlling all type of documents as isometrics, general drawings, purchase requisition, material requisition; all specifications and vendors drawings/documents
* Interfacing with clients and contractors and HO and keeping record of correspondence
* Coordinating with all others departments for smooth operations
* Updating all project related documents/drawings as electronic pdf on server (WebTop &IDC WebTop) e-room & documentum
* Sending email notification for IDC to relevant discipline Engineers & expeditors
* Updating all project documents in “Petrocept”
* Downloading reviewed documents from web top after getting email notification from discipline Engineers
* Preparing transmittal to Clint for their review and uploading documents as pdf on Client software (Doc.UK), e-room
* Downloading documents from Client software “Doc.UK, e-room with their comments and updating in our system (Petrocept) with review code
* Preparing transmittal to vendor with our comments and client comments for revising documents as per comments
* Ensuring quality checks before processing for IDC, client submission & return to vendor

**Project Handled:**

**Petrofac Int. Ltd Sharjah**

**Title: Ebla Gas Project Syria**

Client: Petro-Canada

Period: Sept. 2008 to Jan.2010

**Title: 40” Gas Pipeline Project**

Client: Kuwait Oil Company (KOC)

Period: Jan. 2010 to Feb.2011

**Title: EffluentWater Injection Project**

Client: Kuwait Oil Company (KOC)

Period: Feb.2011 to Nov.2011

**Title: LagganTormore Project**

Client: TOTOL E&P UK Ltd.

Period: Dec. 2011 to Nov.2013.

**Title: BAB GAS Compression Project (BGCP Phase-1) & Expansion of BAB Gas Compression (EBGCP Phase-2)**

Client: Abu Dhabi Company for Onshore Oil Operations. (ADCO)

Period: Dec. 2013 to January 2015.

**At Punj Lloyd Ltd.**

Title: Worked in various projects/departments

Period: Mar. 1996 to Mar.1999

Title: LNG 2350MW & Naphtha 750MW Gas Power Plants in Dabhol Maharashtra India.

Client: Enron &Lintec

Period: Apr. 1999 to Jul. 2001

**At Reliance. Mumbai**

Title: Reliance Telecom Project

Client: Reliance Industries Ltd.

Period: Aug. 2001 to Feb. 2002

**At Punj Lloyd Ltd.**

Title: SRU & VBU unites plant in Chennai India owner Chennai Petro Chemical Ltd.

Client: Chennai Petro Chemical Ltd (CPCL)

Period: Feb. 2002 to Feb. 2004

Title: Large & Small Bore pipelines (LBSB) in Kazakhstan owner TengizChevroil (TCO)

Client: Person & Flow Daniel PFD)

Period: Feb. 2004 to Oct. 2005

Title: Off sites equipment erection, installation project in Kazakhstan owner TengizChevroil (TCO)

Client: Person &Flow Daniel PFD

Period: Oct. 2005 to Feb. 2006

Title: SRU plant in Kazakhstan owner TengizChevroil (TCO)

Client: Person & Flow Daniel PFD

Period: Mar. 2006 to Jul. 2006

**At Dodsal PTE Ltd.**

Title: RasLaffan Gas plant in Doha Qatar

Client: Chiyoda Technip Joint Venture (CTJV)

Period: Jul. 2006 to Dec. 2006

**At Punj Lloyd Ltd.**

Title: LNG Gas Plant in Yemen, owner YAMGAS Co.

Client: YAMGAS

Period: Jan. 2007 to Aug. 2008

**At Punj Lloyd Ltd.**

Title: Working for various projects from Gurgaon Office.

Period: Since May. 2015