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| **ASHOK**  [**ASHOK.338770@2freemail.com**](mailto:ASHOK.338770@2freemail.com) | H:\ASHOK = 24-08-2016\FOR LTO\ASHOK - PASSPORT SIZE PHOTO = 23-03-2015.jpg |

**CV for DOCUMENT CONTROLLER**

**AN OVERVIEW**

* **Currently working with M/s AL-FARA’A INFRA PROJECTS PVT LTD at New Cufee Parade High Rise Residential & Commercial Building Projects at Wadala, Mumbai as Secretary cum Documents Controller.**
* A dynamic professional with rich & qualitative **experience of nearly 21 years** in the areas of Documentation Planning, Documentation Control, Secretarial Functions and Team Coordination in India as well as **Abroad** **M/s Larsen & Toubro (Oman)-12 years.**
* Demonstrated abilities in Secretarial & co-ordination of document control functions with **good knowledge in ACONEX**, MS Office; ensured management of the Electronic and Hardcopy Document Management System and for the integrity of the data managed by Document Control Department
* Adept at giving administrative & secretarial support involving handling of top & confidential correspondence, documents flow, attending visitors and forward various queries to relevant departments / staff.
* Receiving letters & documents from client, consultant & sub-contractors and its proper distribution and filing.
* Deft in maintaining records, writing the Minutes of the Meetings, corresponding with external & internal clients & scheduling important meetings.
* Attend daily Meeting and Meeting with MEP / Civil Subcontractors, Prepare Minutes & circulates to all attendees.
* General clerical duties including photocopying, scanning, fax and mailing
* Maintaining incoming and outgoing documentation using the company's procedures and system manually and electronically
* Take note, dictation & prepare correspondences for Client / Consultant & Sub-contractors.
* High Speed Typing & good knowledge in Shorthand.
* Responsible for Filing, Photocopying, Monitoring and Controlling Office Stationery Minimum Stock Levels
* Maintain/storing electronic and hard copy and organise good filing system (soft & Hard copy) as per ISO System.
* Keep record & update Client / Consultant & Company Staff Telephone Numbers, Email IDs, Permanent Address
* Keep record of Staff Attendance Register at site & Leave details at site.
* Operate Front Office works like EPABX System / Fax / E-Mail / Scanning.
* Maintain Register for In-coming & Outgoing documents.
* Screening the incoming documents and forward to the Project In-Charge & other concerned staff.
* Compile & organise various documents, downloading, photocopying, scanning, laminating, spiral binding etc for submission.
* Organise timely daily submission of SD, RFI, WIR, MAS, MIR, DPR, MPR, IPC, safety & QAQC Documents minimum thrice to Clients / Consultant (both hard copy & soft copy) as per site requirement & importance of documents.
* Receive all relevant documents, ensuring that the technical documents are stored properly and creating efficient data storage filling system
* Manage Event Organise at project site office.
* Coordinate for all activities related to the Document Control procedure, including Technical Documents, Drawings, and other/general correspondences with consultants / clients & subcontractors.
* Documents upload through Mail / ACONEX for Client or Consultants and Hardcopies submit separately.
* Maintain all type of office stationeries & office equipments.
* Coordinate for maintenance with Engineer/Mechanic for repair of Telephone / Fax Machine / Photocopier.
* Receiving documents & drawings, letters, manuals etc. from project engineering team and its printing & distribution as advised by the management
* Provide clerical / administrative support to the Technical Team and assist the Department Heads & Construction Managers for generating documents as and when they need.
* Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable. Supersede drawing collecting back from Engineers.
* Maintain the documents and drawings (IFC, GFC, AGC Drawings) in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Receiving, Controlling, Updating and Distribution of documents to Client, Subcontractors and Project Personnel such as Drawings (like Shop Drawings, IFC/AFC Drawings) Method Statements, Transmittals, Letters and Invoices, Quotations of hard & soft copies as per the company approved procedures in time.
* Maintain drawings control registers with revisions ensuring that the information is accurate and up to date.
* Solve administrative problems and inquiries for staff & workers.
* Prepare, modify and manage incoming & outgoing correspondences, Daily Construction Reports, Transmittal Sheets, Office Memos, Circulars, Incoming & Outgoing Email.
* Prepare presentation in Power Point whenever requires & generate/type various document control reports as required.
* Maintain the mast files list and control Logs sheets as required by the project / ISO System.
* Providing administrative & secretarial support to seniors involving efficient handling of correspondence, managing documents, screening telephone calls & forward queries to relevant departments / persons.
* Prioritizing incoming correspondence, including letters, green notes, faxes, e-mail, filter requests for appointments and arranging internal/external meetings.
* Receive and direct visitors and clients to concerned staff / in-charges.
* Follow up reply / amendments with concerned staff for reproduction / resubmission of documents.
* Fixing appointments & meetings & keeping meetings calendar up-to-date and presentations receive from seniors as well as prepare Minutes of Meetings.
* Coordinating, follow up and handling the Site communications among site team members as well as HO.
* Attend continuous audits on MIS to ensure compliance and sound functioning of the ISO process.
* Complying with all the policies and procedures of the organizations along with the Team Members & QAQC Staff.
* Acting as a focal point for site construction documents.
* Organize good filing system as per ISO system. Prepare Master File List, File location number & display.
* Responsible for distribution of Construction Documents as marked by Project In-Charge.
* Provide a written or electronic accounting of hours worked and leave taken by the established deadline within work unit, each pay period.
* Do Visa, Passport & Resident Card Updation.
* Monitor/check Time Cards of Workmen.
* Taking care of Workmen issues/problems.
* Coordinate with Bank for opening of Bank Account for Workmen and with Travel Agent for Ticket Booking for Workmen.

**CAREER CONTOUR**

**Key Projects :**



**1) Since 12-01-2017 : Al-Fara’a Infra Projects Pvt. Ltd -** at New Cufee Parade High Rise Residential & Commercial Building Projects at Wadala, Mumbai as Secretary cum Documents Controller.

**Title :** Construction ofHigh Rise Residential & Commercial Building Projects at Wadala, Mumbai

Project Value : ………… Cr. INR

Period : 36 Months completion period

Client : Lodha Developers

Consultant : Lodha Developers

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**2) Since 15-11-2016 to 10-01-2017 : Gannon Dunkerley & Co. Ltd -** Construction of 4 lane Flyover on NH-6 integrated with ROB,s and River Bridge including approach ramps, service roads, footpath over RCC Utility Duct from Pardi OC Troi Naka to Itwari (CH.544/665 to 548/065) and Inner Ring Road from Manewada to Kalamna (CH.20/760 to 23/190), and from Rani Prajapati Square to Vaishno Devi square (Ch.00/000 to 00/596) including RUB on Ch.No. 71,72 and connecting Inner Ring Rroad junction to APMC Kalamna Market Gate No.1&2, Nagpur, Maharashtra

**Title : Construction of 4 Lane NHAI Pardi Flyover, Nagpur (GDCL-SMSIL JOINT VENTURE)**

Project Value : 448.32 Cr. INR

Period : 36 Months completion period (31-03-2016 to 31-03-2019)

Client : NHAI

Consultant : LASA (LEA Associates South Asia Pvt.Ltd)

Position : Executive Secretary cum Documents Controller

**3) Since April, 2005 to 2nd November, 2016 : Larsen & Toubro (Oman)**

**LLC as Executive Secretary cum Documents Controller**

**Key Projects :**

**Title : Construction of Typhoon Facilities at Adam Air Base, Oman**

Project Value : 65 Million in Omani Rial (Fast Track Project – 20 months completion period)

Period : October 2014–24th November, 2016

Client : Ministry of Defence, Oman Government

Consultant : **HILL International**

**Title : Oman Botanic Garden (Phase-III), General Infrastructure Works**

Project Value : 14 Million in Omani Rial

Period : February 2010 – October 2014

Client : Muscat Municipality

Consultant : Bovis Lend Lease

**Title : Barr Al Jisha Residences & Heritage Souk, Muscat Oman**

Project Value : 21 Million in Omani Rial

Period : April 2007 – January 2010

Client : Zubair Corporation

Consultant : Turner International

**Title : Construction of Royal Palace for Sultan Qaboos Bin Said at Bait Al Barakah, Muscat, Oman**

Project Value : 21 Million in Omani Rial

Period : April 2005 – March 2007

Client : Diwan of Royal Courts Affairs

**Key Accountabilities:**

* Taking care of daily correspondences to Clients / Consultants & Sub-Contractors; also managing entire secretarial functions by keeping records of daily incoming & outgoing documents (Shop Drawings, Material Approval Request, Request of Information, Work Inspection Report, Method Statements, Daily Construction Reports, NCRs, Site Observations and Incoming &Outgoing Letters).
* Ensuring & organizing distribution of all construction related documents & drawings to concerned staff.
* Taking as well as maintaining notes in Meeting; looking after submittal / approval Log for all submitted & approved construction documents, receiving & sending daily office e-mails, organizing schedule of meetings with Subcontractors & attend to take notes, etc.
* Operating **ACONEX (Australian Web-Based Online Documentation System)** and E-mails & Fax System

**4) Since Oct’02-Mar’05: Gammon India Ltd., Mumbai, India as**

**Secretary cum Personal Assistant**

**Key Project :**

**Title : Construction of 20 Bridges on NH-60 (OR-WB/1) NHAI's Quadrilateral Projects**

Project Value : 80Crores in Indian Rupees

Period : October 2002 – March 2005

Client : NHAI

Consultant : LBII

**Key Accountabilities:**

* Monitored overall secretarial activities; kept records of daily Incoming &Outgoing Documents, IFC & Shop Drawings, RFI, DCR, NCR, MAR, WIR Operating E-mails & Fax, etc.
* Took care of telephone call through EPBAX; organized distribution of documents & drawings to concerned staff
* Maintained log for all submitted & approved construction documents.
* Attend Audit for Construction Documentations.

**5) Commenced career with EPE Process Filters & Accumulators Pvt. Ltd.,**

**Hyderabad, India as Office Assistant cum Stenographer from**

**January 1996 – September 2002**

**EDUCATIONS**

Masters in Arts Part-I (Passed) in 1995 :Sambalpur University, Odisha

Bachelors in Arts (Hons) in 1993 **:** Sambalpur University, Odisha

Diploma in Material Management  **:** NILEM, Chennai

Diploma in : Typing & Shorthand

PGDCA in Computer : YMCA, Hyderabad