Contact HR Consultant for CV No: 339573

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

A Dedicated carrier oriented experienced individual seeking to excel in project based industry. Proven hands-on experience in Infrastructure projects working as a Document Controller /Site co-ordinator with an experience of 2 years and 4 years cumulatively.

PERSONAL SUMMERY

* Possessing 2 years UAE experience in the field of civil construction works and 4 years experience in technical projects (consultant) in India.
* Working as a Document Controller and Site Co-ordinating projects related to grading & enabling works and office road, boundary wall works.
* Possessing excellent organizational, planning and time management skills.
  + - Well versed in co-ordinating Ms Office tools and Primavera for planning and reporting.
    - Possess working knowledge in civil works and technical information required for planning and rectification of issues
    - Dynamic in monitoring site activities and generating reports.
    - Generate reports on Daily, Weekly and Monthly basis; also reporting and monitoring of stock area load and trips calculation.
    - Prepare drafts for notifications and reminder letter for head office.
    - Collating data related to earthwork, utilities and structure works for progress drawing.

COURSES

* **Oct 2014 – Nov 2014** :  **PRIMAVERA** P6 v8.2
* **April 2005- June 2005** :  **Hardware & Networking**.

PROFESSIONAL EXPERIENCE

1. Organization : Al Majarra General Contracting & Maint.Co.L.L.C.

Project Name : Wahat Al Zaweya Development – Access Road.

Designation : Site Document Controller And Site Co-ordinator

Duration : 10 Dec 2016 to Still.

Project Scope : Grading Scarifying, levelling up to bottom of Subgrade level and Placement of Sub Grade Material 200 mm thick layer & Single Surface Treatment with Bitumen Rc 3000, Granular Sub Base 150mm Thick CBR>60% for Proposed Access Road

Responsibilities:

* Preparation of all related documents such as Method statements, Document transmittal Sheet, Materials Approval Submittals, RFA (Request for Approval)
* Responsible for coordinating and controlling Equipment & manpower to be deployed in the site under the supervision of Project Manager.
* Making daily and weekly progress plan.
* Project administration, manpower coordination, managerial reports, project coordination meetings, regular meetings with clients to determine project needs.
* Develop and maintain document control processes for the efficient management and recording of technical documentations.

Contractor: Al Majarra Gen. Contracting & Maint. Co. LLC

Consultant: Hyder Consulting Middle East LTD.

Client : Wahat Al Zaweya - Development Infrastructure.

1. Organization : QTC- Abdulla Al Qamzi Transport and General Contracting

Project Name : Improvement of Al Mafraq to Al Ghuweifat Border Post Highways Section 3A

Designation : Document Controller And Site Co-ordinator

Duration : 10 May 2015 to 18 Jan 2016

Project Scope : To widen the national road between U.A.E and Saudi Arabia, a portion of 15Km road out of 55Km. Main scope of work borrow Excavation/Embankment Construction and Subgrade layer.

Responsibilities:

* Collating information from site on daily basis by cooperating with Foreman, Project Engineer/Construction Manager for reporting and generation of other necessary documents as well as requests.
* Responsible for coordinating and controlling Equipment & manpower to be deployed in the site under the supervision of Construction Manager.
* Provide calculated Quantity of material deployed in site for payments, requests and reporting.
* Preparation of RFIA (Request for Inspection & Approval) – Take off quantity for internal payments.
* Assisting Project Manager in the drafting and issuance of project proposals, RFA’s, tenders, budgets, cash flows and generate cash flow S curve.
* Co-ordinate with Main contractor, Quantity surveyor, Designing department for technical information
* Maintaining a petty cash and time sheet as directed by Project Director.
* Maintaining a tracking facility to enable documents to be updated easily.

Contractor : Al Jaber Transport and Gen. Contracting LLC

Consultant : Parsons International Limited

Client : Department of Transport (DOT) & MUSANADA

Contract amount: 36,375,000 DHS.

1. Organization : QTC- Abdulla Al Qamzi Transport and General Contracting.

Project Name : Wahat Al Zaweya – Grading and Enabling Works.

Designation : Site Coordinator.

Duration : 01 April 2014 to 09 May 2015

Project Scope : The works constitute of providing the site grading and enabling works including Boundary wall for 2.5kms, Permanent access road to the Employer’s and Engineer’s Office and high quality permanent office for the Employer and Engineer. The ancillary works comprise the site clearance, removal of vegetation, pipe lines and electrical poles from the site area.

Responsibilities:

* Preparation of all related documents such as Method statements, Document transmittal Sheet, Materials Approval Submittals, RFA (Request for Approval) & any other related issues.
* Participates and preparation of All Weekly Meetings (Minutes of Meetings).
* Work with Site Manager/Project Manager closely to ensure the smooth running of the project.
* Making daily and weekly progress plan.
* Preparing recommendations to the PM regarding subcontracts/joint venture works to institute a system of reporting on the progress of such works.
* Reporting to management on all aspects of site work; material shortage, labour unrest, and transfer of personnel /equipment to other areas.
* Project administration, manpower coordination, managerial reports, project coordination meetings, regular meetings with clients to determine project needs.
* Prepare project organization and communication charts.
* To Support Safety officer to make report for site violation and HSE Plan, Risk Assessments.
* Develop and maintain document control processes for the efficient management and recording of technical documentations.
* Accountable for negotiation at the first contract for critical issues with Consultant and contractors.

Main contractor : ACC - Arabian Construction Co. LLC

Consultant : Hyder Consulting Middle East LTD.

Client : Wahat Al Zaweya, Development Infrastructure

Contract amount : 51,272,181 DHS.

**OTHER EXPERIENCE**

Organization : YELGRIS FOODS INDIA PVT LTD

Designation : Assistant Manager (Process Controls)

Responsibilities:

* Communicate regularly with all members of assigned territory team.
* Assist in the planning and implementation of Simulation User Group meetings or other customer forums held in assigned territory.
* Analytical and problem solving skills
* Decision making skills
* Effective verbal and listening communications skills
* Stress management skills
* Time management skills.
* Organizational skills for proper territory planning/management.
* Good communication with all members of working team and management.

EDUCATION

|  |  |  |
| --- | --- | --- |
| DEGREE / COURSE | INSTITUTE | YEAR |
| MCA ( Master of Computer Engineer ) | Arunai Eng. College ,Tiruvannamalai  Anna University, Chennai. | 2009 |
| B.Sc Computer Science | Sona College Of Technology, Salem  Anna University, Chennai. | 2005 |
| H.S.C. (+2 Std) | Amala Higher Sec.School  Morasapatti, Edapadi. | 2002 |
| S.S.C (10 Std) | St.Paul’s Hr.Sec.School  Maravanery, Salem. | 2000 |

COMPUTER SKILL

* Very Good Knowledge in:
  + **PRIMAVERA** P6 v8.2
  + Microsoft Office
  + C, C++, Java Programming,
  + Oracle 8i,SQL
  + ASP.net, XML
  + Photoshop
* Internet Browsing& Research: Excellent