

Contact HR Consultant for CV No: 341679

E-mail: response@gulfjobseekers.com Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

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| **Career Objective :** | To obtain a career oriented position in your organization, which provides opportunities for me to contribute my experiences and knowledge to meet the demands of a rapidly growing establishment. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality. Highly organized individual with 4+ years of experience in ensuring the proper delivery of documents and updating records. Handling all aspects of document management processes and activities. Exceptional at providing services in the area of operations documentation management including implementation of automated documents for systems generation with an eye to future updates and modifications.  |
| **’­­­Personal Profile** |  |
| **Birth Date:** | 02nd of July 1991 |
| **Gender:** | Male |
| **Nationality:** | Indian |
| **VISA Status:** | Company Visa  |
| **Marital Status:** | Single |
| **Languages:** | English, Hindi, Malayalam and Tamil |
| **Strength:** | * Hardworking, Dedication and Punctuality
* Proficient with Document Management/Controlling
* Ensure accessibility, traceability and accuracy of documents
* Maintaining the company documents in both electronic and physical forms
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| **Education**  |  |
| **Education:** | Secondary School Credential |
| **Experience** |  |
|  |  **Total years of Experience – 5 Years.** May 2013 – to Present |
| **Designation:** |  Document Controller |
| **Company:** |  KIER Dubai LLC |
| **Job Description:** **Job Description:** | **Current Role:** * Planned, controlled and directed the document control functions
* Organized and reviewed project deliverables with the engineering team and monitors quality to ensure all documents conform to established standards and procedures.
* Created and implemented the RFI process within the project.
* Prepared and analyzed over 9500 documents for project closeout and record turnover
* Control workflows management and documents distribution
* Scanning in all relevant new documents.
* Checking dispatch documents are accurate.
* Presentation and filing of documents and drawings.
* Organizing, tagging and controlling the project materials/ control samples
* Responsible for maintaining hard copy information.
* Issuing and distributing controlled copies of information.
* Managing and maintaining a Document Control System within the organization as well as on PMWeb (Project Information Management System).
* Provide advice on procedures of issue and methods in accessing the system.
* Reacting quickly and effectively when dealing with challenging situations.
* Assisting departments with queries on documentation requirements & submissions.
* Checking quality of documents.
* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Generate the various document control reports as required.
* Typing of site documents, and follow up of all the site needs
* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
* Maintain updated records of all approved documents and drawings and their distribution clearly
* Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.

 Maintain the files and control logs as required by the project. |
| **Area of interest** |
|  |  Document controller, Office Administration, Document Clerk,  Document Specialist,  Computer Operations, Data Entry Operations and  Administrative Assistant. |
| **Technical Skills** |  |
| **Operating Systems:** | Windows98/2000/ME/XP  |
| **Special Software’s:** |  Aconex, PM Web, MS Office, Adobe, Outlook,  |

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| **Project Specification** |  |
| * **Project on Dubai Parks & Resorts - The Ongoing Successful Milestone in UAE**
* **Project on NBAD Data Centre Kizad – The Successful Milestone in Abu Dhabi**
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**Declaration:**

 I hereby declare that the information given above is true and correct to the best of my knowledge.