Candidate CV No : 359241

*Usha.359241@2freemail.com*

*Mrs. Usha*

***Career Objective***

* To belong to an organization, be an active and dedicated employee, and to be recognized as a dedicated and dependable resource
* To actively continue to develop further skills and job value addition to grow within that organization
* To take on higher career responsibilities commensurate with the growth of the organization

***Key Strengths***

* Experience in the oil and gas sector for over 10 years.
* Experience in an Engineering Procurement and Construction (EPC) Company
* Ability and experience to handle client and vendor teams efficiently
* Efficiently handled approximately 15000 to 20000 documents in each project
* Exposure to a variety of software applications
* Handled projects until handover of project dossiers
* Ability to handle multiple concurrent tasks
* Hardworking and can produce results under pressure
* ***Attended Fundamental Training Course on ISO 9001:2008***
* ***Certified Internal Auditor (ISO 9001:2008***

***Work Experience Summary***

Total of 16 years in the capacity of initially Secretary, Executive Secretary, and then (major part) as a key Document Controller of large EPC project teams. Completely conversant with all required software like MS Office, **licensed software** like **Documentum, Petrocept, Wrench, Assai, Aconex** database management systems. Tasks successfully accomplished include working, liaising and executing project documentation goals with national and international clients like **Petroleum** **Development Oman** (PDO), **British Gas** (BG), **Qatar Petroleum** (QP), **British Petroleum** (BP), **Gazprom**, and with a variety of large/medium/small vendors inthe mechanical, piping, electrical, instrumentation, telecommunications, HVAC, HSE fields.

***Work Experience***

Nov 2013 – To Present

**CNPC, Dubai as Lead Document Controller**

Projects handled:

1. Nov 2013 to Dec 2014

*Project: FEED for Halfaya CPF2, Iraq, Client:* ***Petro China***

*2. Jan 2014*

*Project: EPCC for Expansion of Offsite 1 (GA-1, GA-4) & Offsite 2 (WP-B) for Petronas Carigali Iraq Holding B.V. Garraf Operations, Client:* ***Petronas***

*3. Apr 2014 to Nov 2014*

*Project: Proposal for Water Injection System For Petronas Carigali Iraq Holding B.V., Garraf Operations, Client:* ***Petronas***

*4. Oct 2014 onwards*

*Project : Engineering Services for 200K Development Project, Iraq, Client :* ***DNO***

***International***

*5. Dec 2014 onwards*

*Project: Feed & Proposal for West Qurna I Project for Produced Water Treatment, Client :* ***CPECC***

*6. Jan 2015 to Sept 2015*

*Project : EPCC for Oil Gathering Facilities Phase 1 Project, Iraq, Client:* ***Petronas***

*7. July 2015 onwards*

*Project : FEED for Cost Estimation for Bin Umr New Crude Oil Depot, Iraq Client :* ***SCOP***

*8. Oct 2015 onwards*

*Project: Halfaya Surface Facility - Source Water Plant Expansion Phase 3, Iraq, Client :* ***Petrochina***

*8. Dec 2014 onwards*

*Project: Corporate Operating System Procedures (COS)*

***JOB RESPONSIBILITIES***

* Establish and implement project specific procedures for document handling and final documentation preparation, according to internal processes and contract.
* Perform documentation planning, in co-operation with project planners, project team and product lines, to ensure optimum execution of project activities.

* Train and inform relevant people in project organization of documentation procedures.
* Perform relevant document control processes for initiating, executing and closing out projects.
* Perform the work proactively, in accordance with policies and procedures, to achieve documentation quality as specified or implied by Contract documents and specifications.
* Contribute to improving document control processes.
* Perform project document control processes and procedures in.
* Work on complex and difficult projects performing required functions in project Electronic Document Management System (EDMS).
* Participate in meetings, as required.
* Involved in preparation, Review & approval, format Corporate Procedures for the Company.
* Support Document Control Lead/Manager in other relevant areas

8 1/2 years. since APRIL 2005

**PETROFAC INTERNATIONAL Sharjah** as **DOCUMENT CONTROLLER**

**Projects handled:**

*1. April 2005 to December 2005 -*

*Project: RAG and Flare Gas Mitigation, Client:* ***Qatar Petroleum (QP)*** *Project cost: Approximately USD 300 million*

*2. Jan 2006 to October 2007*

*Project: Kauther Gas Plant (Phase I), Client:* ***Petroleum Development Oman******(PDO)***

*Project cost: Approximately USD 250 million*

*3. November 2007 to June 2009*

*Project: Hasdrubal Terminal, Client:* ***British Gas (BG)*** *Project cost: Approximately USD 410 million*

*4. June 2009 to March 2012*

*Project: Kauther Gas Plant (Phase II), Client:* ***Petroleum Development Oman******(PDO)***

*Project cost: Approximately USD 400 million*

*5. March 2012 till date*

*Project: EPC CPF Phase I, Client: Client****: Gazprom Neft, Badra B.V. (GPNB)*** *Project cost: Approximately USD 300 million*

***JOB RESPONSIBILITIES***

* Develop required procedures, implement & confirm overall implementation of document control system in the project.
* Establish and implement archiving plan, securing information in hard & soft copies, setting and maintaining accurate filing system both electronic and hard copies.
* Attend meetings with project team for document numbering for Technical Document Register and with vendors in deciding numbering system for Vendor documents.
* Assign numbers to vendor documents in line with specified procedures and then liaising with IT for project specific requirements.
* As a core team member, responsible for receiving, logging & distributing all technical documents to & fro parties until compilation of dossiers.
* Liaising with Project team, various departments and other internal/external stakeholders until completion. Circulating relevant reports to various teams.
* Produce and maintain document progress reports.
* Integrating document control activities throughout the supply chain
* Ensuring all Document Control activities are compliant with ISO 9000 standards.
* Represented Department on Internal & External activities
* Support project control departments in the preparation of weekly/monthly progress reports, manpower histograms, S-curves, performance analysis etc.
* Coordinate with site planning personnel in order to gather vital inputs to daily & periodic project progress reports.
* Coordination of various meeting such as project review meetings, meeting client & vendors throughout the duration of the project and finally for proper understanding of final dossier.
* Assist in preparation of and compilation of documents pertaining to proposals.
* Ensure that all documents are as per Technical Document Register are in place and in accordance with the project requirement before project close out.

2 years - July 1999 - July 2001

**Executive Secretary** to Director (In-bound) Sales, at **SNTTA, Sharjah**

Duties involved handling legal documents, maintain correspondence with other tour operators, coordinating with hoteliers, invoicing, arranging gifts for travelers, scheduling of programs etc.

* Assist in the planning and preparation of meetings, conferences and conference telephone calls
* Handle and coordinate for legal formalities such as entry permits etc
* Sending out letters to hoteliers for booking other requirements
* Research, negotiate and place orders for gifts to the visitors
* Scheduling their programs and activities for the visitors
* Type confidential documents
* Create, transcribe, and distribute meeting agendas and minutes.
* Maintain Director’s calendar
* Prepare presentation and sales reports
* Maintain hard copy and electronic filing system.
* Maintain the general filing system and file all correspondence

*2 years - July 1997 till July 1999*

***Executive Secretary*** *to the Managing Director (MD) at* ***BUFALINI MIDDLE EAST,***

***Sharjah.***

Job responsibilities included providing secretarial, clerical and administrative support in order to ensure that services are provided in an effective and efficient manner.

* Prepare correspondence, reports, and materials for publications and presentations.
* Setup MD’s travel arrangements
* Setup accommodation and entertainment arrangements for company visitors.
* Maintain MD’s calendar.
* Prepare and maintain MD’s expense report.
* Setup and coordinate meetings and conferences.
* Create, transcribe, and distribute meeting agendas and minutes.
* Answer telephones and handle in appropriate manner.
* Meet and greet clients and visitors.

* Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
* Maintain hard copy and electronic filing system.
* Sign for UPS/Fed Ex/Airborne packages.
* Research, price, and purchase office furniture and supplies.
* Coordinate project-based work.
* computer word processing and prepare presentations, spreadsheet work papers, reports, correspondence
* creation and maintenance of computerized reports
* organization of supervisory board and management meetings
* assistance in organizing conferences, seminars, workshops and other meetings
* management of all general filling and office functions
* Project a professional company image through in-person and phone interaction.
* Provide word-processing and secretarial support.

*1 1/2 years - January 1996 till April 1997* ***Sales Executive*** *at* ***SAGAR******AUTOMOBILES****,* ***Bangalore, India***

Job responsibilities included attending to customers in the showroom, explaining the various models of cars. Preparing invoices, taking bookings, initial payments, coordinating with other departments such as insurance, accounts, vehicle registration and the accessories departments and assist the

customer till final delivery of vehicles.

**Educational Qualifications**

Bachelor of Commerce (B.Com), 1995

Bangalore University, Karnataka, India

MS Office, 1997 Interman Computers, Sharjah

**Personal Particulars**

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| --- | --- | --- |
| Marital Status | : | Married |
| Nationality | : Indian |
| Age | : | 39 years |
| Date of Birth | : 31-05-1974 |
| Languages | : English, Hindi, Kannada and Tamil |

Have valid UAE Light Vehicle License

References shall be provided on request