**SUNIL**

**Career Objective:**

To further develop my skills and push myself to the next level by joining a professional and ethical organization with the willing to succeed. To work in a stimulating environment that continually challenges me and provides the opportunity to advance my career

**Position Desired:** Senior Document Controller

**Work Experience:**

Project entitled : Yamal LNG Project

Client : Yamgaz, Russia

Organisation : AHI Carrier FZC, Sharjah, UAE

Designation : Senior Document Controller

Duration : July, 2015 to Present

Job Description:

1.Co-ordination with Client, Vendors, Sub Vendors, Engineering Team, Third Party Agencies, Front offices of AHI Carrier on inputs/documents .

2. Prepare and submit Technical passports and MDRB as per the Client requirements.

Participate weekly

3. Establishing standard Project Document Control Plan along with Project Manager, Engineering Manager & Document Lead.

4. Supporting Lead Document Controller and the document management team in processing customer deliverables

5. Leading the document controllers and be prepared to manage project document delivery for specific projects.

6. Providing Project specific reports of document management information for the status of documents.

7. Following up on all critical documents with all concerned (internal & external) and drive resolution of any issues.

8. Ensuring that all documents are archived in line with approved project document plan.

Ensuring that standard project set-up, document flow and templates are being used.

9. Leading the co-ordination and maintaining document register (MDR- Master Document Register) in document management system M-Files.

10. Preparing Document Submittals and submit to customer and third parties (service providers eq: Engineering sub-contractors and translation agencies).

11. Receiving and checking all incoming / outgoing communications on all project documents and distributing as per project document plan.

12. Examining all project documents, drawings, specifications etc. to verify completeness and accuracy of data and ensure data entry of same into document management system M-Files.

13. Conferring with document originators or engineering personnel to resolve discrepancies and complies with required changes to documents.

14. Preparing reports and doing follow ups on any pending documents that require approval/ comments from relevant parties.

15. Maintaining and updating database and filing system.

16. Maintaining confidentiality of information & documents.

17. Any other tasks that may be required by your line manager from time to time.

**March 2013 till July 2015: ARABTEC MEP DIVISION**

 **EFECO (EMIRATES FALCON ELECTROMECHANICAL COMPANY)**

**Position MTB Project (ABU DHABI AIRPORT PROJECT) (PCEJV)**

 **Project Senior Document Controller**

**JOB DISCRIPTION:**

1. Handle all the Project documents (IFC Drawings, Shop Drawings, Material Submittals, RFI, HSE Documents, and QAQC Documents)

2. Update daily basis registers of Material submittals, Drawings, RFI, MSRA, Calculations, Correspondence and general documents.

3. Take part in weekly basis coordination meetings with Client regarding documentation.

4. Receives, registers, distributes and file all documents as per Project Directors Instructions.

5. Issues Material Submittals, Method Statements, Drawings, RFI`s, Calculations and other documents with appropriate Transmittals No. to be approved by the consultant.

6. Deals with all subcontractor regarding material submittals, method statement and letters.

7. Checks incoming documentation and transmittals for consistency with project Procedures

8. Operating Dashboard software from Client for download the documentation.

9. Electronic distribution of all approved and rejected shop drawings, material submittals, RFI, NCR, MSRA, Calculations from Client.

10. Weekly basis update the project team regarding the rejected documents.

11. Daily Basis updating server for material submittals, calculations, RFI, BMS submittals, commissioning procedure, Prequalification, IFC bulletins, Engineering instruction, general documents.

**March 2007 till Feb. 2013 Al Futtaim Carillion L.L.C. Dubai**

 **Emirates Aluminum smelter complex Abu Dhabi (EMAL)**

**Position Senior Document Controller**

**Job Description:**

**Handles 16 Different Projects:**

**Phase 1 Upgrade and Phase 2 Works:**

Rectifier Works, Site Preparation works, GIS Building Works & Reduction Potline 3

Project parts as (Gas treatment centre (GTC), Potlines, Cathode areas, Casthouse, sea water Intake, Storm water and Sewerage, Hot bath, Off shore conveyor & Emal Berth infrastructure services (Raft Beams, Wet scrubbers, Furnaces, Vertical Direct Chiller VDC, Columns Walls, Road cross Duct banks, Storm water Pumping stations, Beams, slab& pile caps) EMAL General works Responsibilities as under:-

* Uploads and downloads documents from system used Share point & ACONEX.
* Checks incoming documentation and transmittals for consistency with project

 Procedures

* Registers, distributes and files incoming and outgoing correspondence for assigned

 Projects

* Receives, registers, distributes and file Progress Reports as per Project Managers

 Instructions.

* Scans, uploads and renames files to load into document control systems
* Issues Material Submittals, Method Statements and other documents with

appropriate Transmittals No. to be approved by the consultant

* Performs other functions that may be assigned by Supervisor from time to time.
* Registers and files all Client and Consultant Drawings.
* Scan and Copy all Red Line AS Built drawings.
* Prepares all Documentation to get Practical Completion Certificate.
* Keeps records of all mails to Head Office and distribution.
* Deals with all subcontractor and supplier regarding date sheet, method statement and letters.
* Prepares correspondences and upload on system.
* Maintains all Registers for Red Line as Built Drawings, Shop Drawings, As Built Drawings, general Drawings and Rebar Drawings.
* Maintains Registers and Files for Hand Over Documents.
* Report directly to the General Manager with regards to administrative matters
* Prepare/type reports, letters, memos, faxes, emails, other materials for distribution
* Maintain proper filing system.
* Issues Material Submittal, Method Statement and other documents with appropriate
* Transmittal nos. to be approved by the consultants

**21st February 2006 to February 2007 UNI SANKYO Pharmaceutical Company in India**

**Position Product Analyst & Medical Representative**

* Increases sales of our brand products.
* Keeps record of all batches of medicines.
* Updates all record on system for all kind of medicine.
* Gives proper information to different field Doctors.
* Keeps record of sales with retailers and wholesalers.
* Takes part in various meetings in company.
* Test density, hardness and dissolution of various formulations.
* Supervision of all kind of formulation preparations.

**Key Skills**

* Good Communication skills & pleasant personality.
* Well disciplined, sincere & hardworking.
* Can face tough challenges, confident & fast learner
* Dedicated in performing duties and responsibilities with outstanding manner
* Self –motivated & ability to work under pressure
* I have gained significant knowledge by working in major civil construction firms which includes building construction and infrastructure projects.

**Special Skills:**

Eligible in Basic computer operation such as QuickBooks, Share Point, MS Excel, MS Word

Can operate office equipments such as Fax Machine, Copy printer, Scanner and X-Machine

Typing and Filing

**Summary of Qualifications:**

Organize, enthusiastic and dedicated to the profession. Reputation for a great sense of humor, dependability, and values and expertise reflected through age-appropriate activities and showing enthusiasm for development. Willing to work under pressure; can easily adopt to changes, well motivated; goal and results oriented; versatile – capable of working with a team and capable of working alone as situations demand.

**Academic Preparation:**

Bachelor in Pharmacy- Punjab Technical University Jalandhar (Punjab)

10+2 Medical basis- S.S.S.S. Kala Bakra (Punjab)

**Personal Details:**

Birth date April 30, 1982

Height and Weight 5’ 7” and 160 lbs.

I hereby certify that the above information are true and correct to the best of my knowledge and belief.