

 **PAVITHRAN**

**PAVITHRAN.364809@2freemail.com**

15 years of professional experience in Oil & Gas, Construction Industry in UAE with extensive experience in Data Analyst / Data Base Management / Tendering/Contracts & Commercial related activities. Well versed in database Document Control management and application development. Proficient in numerical and data analytical tasks (Excel, Access, Query) with good interpersonal and communication skills.

*I am a candidate worthy of consideration, well respected in my professional career as an upstanding, hardworking individual, who can be counted for "Getting the Job Well-Done!". I am sure that I can be a contributing member for your organization.*

**Educational and Professional Qualification**

* MBA (E-Business)
* Bachelor Degree in Economics with Statistics
* Microsoft Certified System Engineer (MCSE) Syscoms College-Abu Dhabi
* Post Graduate Diploma in Computer Applications (PGDCA)

**Key Skills and other Competencies**

* Able to develop, implement own Database Management for Office automation, Document Management/Control systems and Accounting systems.
* Excellent working knowledge in MS Office Packages and trouble shooting skills.
* Strong knowledge of Electronic Document and Database Management System.
* Proficient in numerical and data analytical tasks.
* Certified Internal Auditor – QMS.
* Offshore Work Experience.
* Work experience in ERP Systems like MAXIO and SAP Applications.

**Career Summary**

* **Apr-2008 till Oct-2016 : Snr. Document Controller / Planning Officer**

**ABU DHABI MARINE OPERATING COMPANY (ADMA-OPCO), Abu Dhabi-UAE**

(Commercial Division –Projects & Engineering)

* **Apr-2007 to Apr-2008 : Project Control Coordinator**

**Mott MacDonald – Oil and Gas Division, Abu Dhabi, UAE**

* **Sep-2002 to Mar-2007 : Planning Assistant**

**ABU DHABI MARINE OPERATING COMPANY (ADMA-OPCO), Abu Dhabi-UAE**

Engineering Team – Das Island Division

* **Sep-2001 to Sep-2002 : QA-QC Coordinator**

**Gulf Piping Company W.L.L. , Abu Dhabi-UAE**

* **Mar-1999 to Aug-2001 : Logistic Coordinator**

**ABU DHABI MARINE OPERATING COMPANY (ADMA-OPCO), Abu Dhabi-UAE**

**Zakum West Super Complex- Gas Injection Project (Offshore site)**

* **Mar-1997 to Feb-1999 : Project Coordinator**

**Integral Services Company (ISCO), Abu Dhabi-UAE**

**Work Profile**



 ABU DHABI MARINE OPERATING COMPANY (ADMA-OPCO)

 **Abu Dhabi-UAE**

 **(Commercial Division –Projects & Engineering)**

**Apr-2008 till date : Snr. Document Controller Cum Planning Officer**

**Achievements:**

* **Initiated, Developed and Implemented a database application in Commercial Division for Tendering and Contract Tracking, Workload Management & Progress Reporting. Trained new employees and UAE National employees.**
* **Developed and implemented a new document management system.**

**Roles :**

* Prepare document distribution matrix and expedite, manage timely distribution of drawings and documents. Identifies and organizes project documentation for the engineers and properly closes out completed projects by transferring the data into the company network project directory.
* Track and administer online approvals related to Commercial Division routed to Shareholders thru Senior Management. Ensure all approvals, routing slip are available in the file for auditing purposes.
* Maintain all logs / records and data related to Commercial Division and expedite or analyze to generate customized reports to Management.
* Creating and maintaining Management Information System (MIS) that identify, track, monitor and report on tendering activities and Contracts Administration functions.
* Provide monitoring information, including benchmarking data related to Commercial data and rates, and respond to ad-hoc data queries and requests as required by Senior Management and Shareholders.
* Manage and model large data sets and produce high quality reports.
* Track and monitor all milestone dates and raise alerts to respective Job Officers and Engineers.
* Coordinate/follow-up audit & management query replies are made on time.
* Consolidation of Contracts Teams progress report and develop necessary progress chart to the management.
* Administer Contracts close out reports and coordinate with respective Team/Division to release the Bank Guarantees to the contractor for high value contracts.
* Maintain / administer all bank guarantees received against the contracts.
* Vendor research, issuing Expression of interest to local and international bidders for various FEED, EPC tenders for major projects and engineering tenders.
* Establishing and maintaining an Approved Vendors list and a contracts database.
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**Additional roles as Planning Officer**

* Coordinate for Shareholders / in-house (preliminary) tenders board meeting & act as a focal point for the Tenders Board and its related activities to ADMA-OPCO Shareholders (ADNOC, BP, TOTAL, JODCO & BUNDUQ).
* Collect all relevant materials and supporting documentation for the Tenders Board. Compile and ensure circulation of reports/ documents to the respective tender board members. Prepare agenda for the Tenders Board meeting with sequence & time frame.
* Supports in preparation of Commercial Division Performance Contract in line with Company and Divisional requirement. Coordintaes for the preparation of break down plan for the key strategic milestones. Monthly follow-up, to track the status of each key strategic milestone.
* Organize with Shareholders Tenders Board Committee members for the opening of Technical/ Commercial bids. Act as focal point to provide all tender opening related information/ queries requested by Shareholders, concerning the tender opening items.
* Follow-up with the Shareholders for the tenders awaiting approval, updates the document with all the relevant detailed information such as tender subject, value, date sent and approval sought for, approval required by, areas of concern and the impact. The follow-up is made on monthly basis in order to expedite the approval process.
* Co-ordinate with OPCOs Commercial focal points in other OPCOs for organizing Commercial Forum and updating the relevant content of the forum status report. Prepare minutes of meeting and the action list, when the forum is hosted by ADMA-OPCO. Act as a focal point for any data sharing and benchmarking information related to Commercial activities between OPCOs.
* Maintains the design and layout of the Commercial periodical reports, coordinates with Commercial Teams and other Divisions to ensure data accuracy/ integrity, produce reports in their final format after obtaining the approval of the Supervisor. Suggest additional reports as appropriate.
* Provides necessary Commercial related activities/ achievements inputs for the publication in ADMA-OPCO periodic reports such as Company monthly report , board meeting report, annual review reports etc.,
* Prepares Contracts/ Procurement plan on yearly basis, activity includes periodic update/ monitoring on quarterly basis. Supports in preparation of commercial division Operating Expenditure budget, involving respective job officers.



 Nama Mott MacDonald – Oil and Gas Division

 **Abu Dhabi, UAE**

**Apr-2007 to Apr-2008 : Project Control Administrator**

**Roles :**

* Prepare document distribution matrix and expedite, manage timely distribution of drawings and documents. Identifies and organizes project documentation for the engineers and properly closes out completed projects by transferring the data into the company network project directory as QES.
* Monitor, Update Project Progress for Client on Weekly and Monthly basis. Prepare Weekly/Monthly reports including Action List, Histogram, Project “S” Curve, updating/modify and plan EDR (Engineering Deliverables Register) for project progress.
* Coordination with Document Control Team and setting up and monitoring and control of the project documentation.
* Compile engineering document/specifications assisting project disciplines.
* Issuing documents/drawings internally for IDC (Inter Discipline Check) and updates and issue to Client.
* Provide and manage Projects documentation system by establishing and maintaining standards and procedures compatible with the existing corporate Quality System. Operates in accordance with established procedures and technical documentation standards and practices.
* Perform QA/QC document checks for internal and external auditing and ensure all documents are signed off & distributed according to company procedures and standards.
* Research and recommend hardware, software, procedural, and workflow enhancements to related Projects document control.
* Facilitate internal review of documents/drawings through a process known as IDC (Inter Disciplinary Check).
* Creating and maintaining project electronic directory architecture for documentation in the company network.
* Provides QA/QC of all documentation developed for projects and maintaining the project network folder Transfers and/or archives all information following the existing corporate Documents and Standards.
* Interfaces and liaisons with the Client and subcontractors to provide them with document access to company documents and to ensure contractor delivers project documentation that meets company requirements.

**Achievements**

Developed Software for the following requirement:

* + **Resource Planning Software for Project Control Department.**
	+ **Company Purchase Order Management System.**
	+ **Document Control Management System for Project specific Documentation.**

**From Sep-2002 to Mar-2007- Planning Assistant**

ABU DHABI MARINE OPERATING COMPANY (ADMA-OPCO) –Abu Dhabi

**Engineering Team – Das Island Division**

**From Sep-2001-Sep-2002 : QA-QC Coordinator**

Gulf Piping Company W.L.L.

**Abu Dhabi-UAE**

**From Mar-1999 to Aug-2001 : Logistic Coordinator**

ABU DHABI MARINE OPERATING COMPANY (ADMA-OPCO)

**Zakum West Super Complex- Gas Injection Project (Offshore site)**

**Courses Attended:**

* Internal Auditor
* Maximo – ERP System
* Primavera
* Incident Comment System
* Fire Fighters Course (Fire Warden)
* Inner Universe (NLP Workshop)

**Personal**

* Date of Birth : 16-May-1971
* Nationality : India
* Marital : Married (2 children)
* Driving : Valid UAE / India driving license
* Nature : Hard working, willing the take new challenges.

**Interests:**

* Freelance Photographer
* Badminton Player

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