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| **CURRICULAM VITAE**C:\Users\MahedyHasan\Desktop\321.jpgJIJIL Jilil.365003@2freemail.com |

**OBJECTIVES**

I am looking for a challenging position where I could be a productive and contributive member of the team or organization to utilize my **12+years work experience** in the field of Document Control, Data Entry, Office Administration, Admin Assistant and Project Support Services.

**Work Experience Record: 1**

**Company : Sobha Engineering and Contracting L.L.C**

**Project : Belgravia Residential Village at Jumeirah Village**

* **Developer : Nakheel Properties**
* **Contract Package amount : USD 89.87 million**
* **Owner : Ellington Group**
* **Supervision Consultant : Al Wasl Al Jadeed Consultants**

**JOB TITLE : Project Document Controller**

**Reporting to : Mr. Ajish Ahammed (Sr. Project Manager)**

**Duties and Responsibilities**

* Responsible for Update and Maintain Submittal Logs (inward and outward) of Materials, Drawings, Other Documents in Compliance with Project ,Contractor, Consultant requirements.
* Preparation of Submittals, Method Statements, Programs and other Contract Documents
* Scanning in all relevant new documents. Checking dispatch documents are accurate.
* Responsible for maintaining hard copy information.
* Issuing and distributing controlled copies of information.
* Provide advice on procedures of issue and methods in accessing the system.
* Ensuring all documents is up to date as possible within electronic filing systems.
* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Establish and implement archiving plan, securing information in hard & soft copies, setting and maintaining accurate filing system both electronic and hard copies.
* Ensuring all Document Control activities are compliant with ISO 9000 standards.
* Support project control departments in the preparation of weekly/monthly progress reports, manpower histograms, Project performance analysis report etc.

**Work Experience Record: 2**

**Company : UrbaCon Trading and Contracting (UCC) & Al Khayyat Contacting and Trading (KCT)**

**Project : Panorama Residence and Suites, Abraj Quarter Tower AQ-7 and Town Houses at Pearl Qatar**

* **Developer : United Development Company (UDC)**
* **Contract Package amount : USD 184 million**
* **Owner : 1stQatar Real Estate Development Co.**
* **Employers Representative : La Constructa Group (LGC)**
* **Supervision Consultant : Dar Al Handasah Consultants (DAR Group Beirut)**

**JOB TITLE : Document Controller/ Technical Clerk (Technical and Engineering Department) 17th August 2015 to 13th January 2016**

**Reporting to: Mr. Michael Ribbands (Project Director- UCC/KCT)**

**Duties and Responsibilities**

* Reporting to the Project Director, Engineering Manager & Document Controller Manager, worked with team of multi-discipline engineers, Planning engineers, Designers and providing documentation control management & administration support on Technical and Engineering Office.
* Responsible for receiving, distributing and controlling all contractual documents, Design Documents, Engineering Documents and Ensuring that all the documentation is accurate, up to date and accurately distributed to relevant parties.
* Responsible for the archiving of project documentation and ensuring that client retrieve them and providing various reports for project management, client, site personnel and subcontractors.
* Management of the document control distribution function to ensure that all documents and drawings received are properly controlled and maintained within master records.
* Receive reviewed documents from the client, make respective log entries, assign the approval codes for the commented documents in (Document Register) and transmit approvals internally as per the project distribution matrix.
* Ensure that the appropriate documents and active revisions are made available in the department in secured storage area. Also superseded (void) documents are to be store separately.

**Work Experience Record: 2**

**Company : Arabian Construction Company (ACC)**

**Project : Workers Hospital and Integrated Health Center Project at Raslaffan**

* **Developer : Private Engineering Office (PEO)**
* **Owner : QP (Qatar Petroleum)**
* **Contract Package amount : USD 162 million**
* **Project Manager : Hill International (**[**Marlton, New Jersey**](http://en.wikipedia.org/wiki/Marlton%2C_New_Jersey)**, USA)**
* **Supervision Consultant : Dar Al Handasah Consultants(DAR Group Beirut)**

**JOB TITLE : Senior Document Controller (QA & QC Department) January 01st 2014 to July 10th 2015**

**Reporting to: Mr. Jude D’Silva (QA/QC Manager)**

**Duties and Responsibilities**

* Responsible for all Engineering Drawings, Shop Drawings, Engineer Instructions, RFI’s, Letters and all other project technical documents and correspondences.
* Establish and coordinate schedule for creating databases for tracking all technical and non-technical documents and provide status update on a regular basis.
* Ensure that all the documents, Technical documents and the correspondence to be logged in Computer System.
* Establish and maintain document distribution matrices, transmittal and correspondence registers for all Project-related documentation.
* Prepare transmittals as per client’s requirements, Assign transmittals to each document and sequentially file all incoming and outgoing transmittals.
* Receive reviewed documents from the consultant, make respective log entries, assign the approval codes for the commented drawings in DR (Document Register) and transmit approvals internally as per the project distribution matrix.
* Distribute internally the copy of the transmittals and the project quality plan to ACC offices and site according to the distribution matrix assigned.
* Preparing / Submitting / Uploading & Updating of all kinds of Material Submittal (MAR),Method Statement & Inspection Test Plan (MST& ITP),Shop Drawings, Calculation, RFI, s through PM Web.
* Receiving and Tracking all incoming Documents (Shop Drawings, Material Submittal, Design Drawings. MST&ITP, Calculation, Material receiving inspection report, Letters and Other Correspondence) from Consultants and Sub-contractors.
* Resolve conflicts between departments regarding control of the quality and assure the proper flow of information through eliminating unnecessary activity, changing present forms, and adding new forms and work flow necessary for the activities.
* Coordinate with the Document Controllers in the Project Site to fulfill the documentation requirements for operation of project.
* Confers with document originators or engineering liaison personnel to resolve discrepancies and compiles required changes to documents.
* Evaluate vendor/supplier performance develop new supply sources where vendors and suppliers are inadequate.
* Overall responsibility to ensure that all project documentation is maintained and handled in the project's Electronic Database Management System (PM WEB).

**Work Experience Record: 3**

**Company : Hyundai Engineering and Construction Company Ltd. (HDEC)**

**Project : MSHEIREB DOWNTOWN DOHA PROJECT (Formerly Known as Heart of Doha Project)**

 **Phase 1A Substructure& Super Structure Works**

* **Developer : Msheireb Properties (A Division of Qatar Foundation)**
* **Contract Package Amount : USD 427 Million**
* **Project Manager : Turner International Middle East (TiME QATAR)**
* **Supervision Consultant : Burns & McDonnell (BMD – USA)**
* **Design Architect : Allies and Morrison (UK)**

**JOB TITLE : Document Controller (Planning & Engineering Department) March 01st 2010 to December 30th 2013**

**Reporting to: Mr. WonHo Choi (Senior Project Director / Planning &Engineering Manager)**

**Duties and Responsibilities**

* Full responsible for incoming & outgoing documents from Client, Consultants and Subcontractors.
* Responsible for Planning, Monitoring and implement the Documentation systems in Planning and Engineering department for efficient document processing of all Engineering, Contractual documents, Design documents, Construction documents or other internal and external documents.
* Maintenance of electronic and paper filing systems and associated logs. Issuing documents by EDMS systems. Review and maintain document control register and reporting to project manager.
* Ensure all technical project drawings and documentation are received, checked, accurately recorded and distributed in an efficient and expeditious manner in accordance with agreed Project procedures and distribution matrix.
* Receiving and Tracking all incoming Documents (Shop Drawings, Material Submittal, Design Drawings, Work Method Statement &Inspection Test Plan, Calculation, Material receiving inspection report, Daily Report, Letters and Other Correspondence from Consultants and Sub-contractors.
* Preparing / Uploading / Updating of all kinds of Material Submittal (MAR) Work Method Statement & Inspection Test Plan (WMS & ITP), Calculation, RFI’s through Autodesk Constructware.
* Preparing / Submitting all Kinds of Transmittals and Correspondence to Consultants, Clients & Project management Via Autodesk Constructware.
* Preparing & Maintaining the Manpower Summary List & Daily Report.
* Preparing the Final Submission documents to Clients and Consultants like QA/QC Documents, AS-BUILT Drawings, Warranty Certificates, Equipment manuals, Material datasheets & Test certificates, Operation & maintenance manuals etc.
* Ensure that the appropriate documents and active revisions are made available in the department in secured storage area. Also superseded (void) documents are to be store separately.

**Work Experience Record: 4**

**Company: FW Group of Marketing Company (Doha - Qatar)**

**JOB TITLE : Administrative Assistant / Data Entry Clerk / Purchaser (2009 February 19th to 2010 February 28th)**

**Duties and Responsibilities**

* Giving full administrative and secretarial support to the Officer Manager.
* Drafting formal letters using Microsoft Word.
* Deal with enquiries from all staff, Clients and visitors in a courteous and professional manner (face-to-face, over the phone and through email).
* Printing, photocopying, laminating, binding, labeling and filing of documents.
* Liaising with suppliers to order stationary and other office equipment.
* Ensuring data is backed up at the end of every working day.
* Preparing LPO,s and coordinating with Distributers and suppliers for queries regarding the supply of materials.

**Work Experience Records in India**

* Worked as a Data Entry Clerk and Purchaser at RUBCO dealership on (Kannur- Kerala) [2005–2008]
* Worked as a Showroom Manager and Purchaser at Hi Tech Trading Company (Kannur Kerala) [2004 – 2005]

**TECHNICAL & COMPUTER SKILLS**

* EDMS : Autodesk Constructware, PM Web, Aconex
* Microsoft Office
* Microsoft Outlook
* Internet & Related Works
* Excellent experience in office routine works like operating the photocopier Machines, Fax, Scanning and Binding, Filing and arrangements of Documents.

**ACADEMIC QUALIFICATION**

* Bachelor of Commerce (B com) : CV Raman University
* Electrical Engineering (ITC) : KGCE Kerala
* Accounting Package (Tally 2007) Peachtree (2007) : Universal Institute of Information and Technology

**PERSONAL DETAILS**

* + NAME : JIJIL
	+ DATE OF BIRTH : JAN-23-1983
	+ GENDER : MALE
	+ MARITAL STATUS : MARRIED
	+ NATIONALITY : INDIAN
	+ VISA STATUS : Non Transferable Company Visa(N.O.C will be provided)

**LANGUAGE PROFICIENCY**

* English (fluent in speaking and writing)
* Hindi (fluent in speaking and writing)
* Tamil(speaking)
* Malayalam(Mother tongue)

**DECLARATION**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. I will be faithfully and will loyally carry outthe duties assigned to me.

Sincerely **JIJIL**