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|  |  |  | **Sanjiv****Sanjiv.366749@2freemail.com** |  |
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| **-----------------------------------------------------------------------------------------------------------------------------------------** |  |
| **POSITION** | **:** |  | **Document Controller** |  |
| **EDUCATION** | **:** |  | **Bachelor of Commerce** |  |
| **EXPERIENCE** | **:** |  | **26 years** |  |
| **NATIONALITY** | **:** |  | **Indian** |  |
| **LANGUAGES** | **:** |  | **English, Hindi & some Arabic** |  |
| **DATE OF BIRTH** | **:** |  | **13 November 1964** |  |
| **TRAININGS** | **:** |  | **Health & First Aid / Fire & Safety / EDMS / Acconex / SharePoint** |  |
| **COUNTRY** | **:** |  | **UAE (Dubai & Abu Dhabi), Bahrain, Qatar & Saudi Arabia** |  |
| **EXPERIENCE** | **:** |  | **Emirates ID (UAE)** |  |
| **AVAILABLE** |  |  |
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| **EMPLOYMENT RECORD:** | **ARAMCO GULF OPERATIONS COMPANY, AL KHAFJI JOINT** |  |
| **FEB 2015 to 31 JAN 2017:** |  |  |
|  |  |  | **OPERATIONS, AL KHAFJI, KINGDOM OF SAUDI ARABIA on** |  |
|  |  |  | **ERAM ENGINEERING CONTRACT** |  |
|  |  |  | **TENDER NO. BQ088AGOC14 – ANALYSIS, CLUSTERING,** |  |
|  |  |  | **SCANNING, INDEXING AND UPLOADING OF AGOC DOCUMENTS** |  |
|  |  |  | **INCLUDING PRESIDENTS OFFICE (DMS IMPLEMENTATION INTO** |  |
| **POSITION:** |  |  | **MICROSOFT SHAREPOINT 2013)** |  |
|  |  | **DOCUMENT ANALYST / CONTROLLER** |  |
| **DUTIES INCLUDED:** |  |  |  |  |

**Job is to scan documents & drawings into OCR format. Prepare Indexing (metadata) of the scanned documents & drawings and upload these documents & drawings into SharePoint Document Management System (document from different departments in AGOC). My job**

**mainly covered AGOC Presidents Documents, AGOC Presidents Executive Office Documents, Board Meetings, Management Committee Meetings, HR Documents, Finance Documents and Engineering Drawings dating from year 2000 to 2016. Total 3 Document Analyst & 1 Project Manager were working on the project. KPMG - Germany were the Project Managers.**

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| **JUL 2013 to FEB 2014:** | **ARAB UNITED CONSTRUCTION COMPANY WLL. (ARCON),** |  |
| **POSITION:** | **QATAR** |  |
| **SECRETARY / DOCUMENT CONTROLLER / HR & AUDIT AST.** |  |
|  |  |  | **Was based at Head Office – Secretary to Managing Director** |  |
|  |  |  | **(LV) / Assistant to HR Manager, Technical Manager & Audit** |  |
| **DUTIES INCLUDED:** | **Manager** |  |
|  |  |
|  | **All Document** | **controlling accordingly to QA Procedures.** |  |
|  | **Established and maintained a library of reference documents.** |  |
|  | **Work involved the processing of permanent, long term, short term and vital records in all** |  |
|  | **media forms, including the scanning and filming of records and management of records in** |  |
|  | **a digital format.** |  |  |
| **Ensured that pre-established requirements (e.g. numbering system and signatures** |  |
|  | **required for certain approvals etc.) are satisfactorily met throughout the duration of the** |  |
|  | **project.** |  |  |
| **Maintained & Established data distribution system and schedules for the assigned project** |  |
|  | **and supplier requirements. Revised the system / schedule as required to ensure timely** |  |
|  | **approval and distribution.** |  |  |
| **Established and maintained files and computerized indexes for active engineering** |  |
|  | **documents. Generated electronic / hard copy reports as needed by the project or** |  |
|  | **management.** |  |  |
| **Assisted in preparing a mock up for operation manuals (e.g. developed the index, binders,** |  |
|  | **dividers, etc. and ensured timely printing and assembly) and / or job data books.** |  |
| **Prepared transmittals for engineering documents and requisitions.** |  |
|  | **Arranged document cataloguing, packing and long term storage or disposal of appropriate** |  |
|  | **engineering documents at the time of project closeout.** |  |
| **Established and maintained a record of controlled documents on distribution.** |  |
|  | **Preparing & Updating the QA/QC Procedures.** |  |
|  | **Managing the operations of the reception in the absence (Leave Vacancy) of the** |  |
|  | **Receptionist / Secretary.** |  |  |
| **Preparing the site attendance and project details obtained from co. construction sites and** |  |
|  | **emailing to the audit department on a day to day basis.** |  |
| **Preparing Bids, Prequalification Documents, and Project Sheets etc. as advised by the** |  |
|  | **Technical Manager.** |  |  |

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 **Managing the HR process by receiving the passports from the employees arriving from vacation, receiving the leave and resignation forms and also fixing the date of appointment timing for interview with the candidate and preparing the agreement for the HR Manager. Also fixing the contractual agreements with the Recruitment Agencies locally as well as**

 **internationally.**

**Also in contact with the Public Relations Officer / Driver of the company for arranging the residence visa and pick-up the new appointees from the airport.**

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**APR 2012 to MAR 2013:**

**POSITION:**

**DUTIES INCLUDED:**

**MECHANICAL CONTRACTING & SERVICES COMPANY WLL, (MCSC), KINGDOM OF BAHRAIN**

**DOCUMENT CONTROLLER / INSTRUMENT CONTROLLER / ARCHIVING ASSISTANT**

**Was based at Head Office - Assistant to Senior QA/QC Manager.**

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| **All Document** | **controlling accordingly to QA Procedures.** |  |
|  | **Work involved documents and drawings archiving and also involved Data Entry Jobs into** |  |
|  | **Client Software (Tatweer).** |  |
| **Preparing & Updating the QA/QC Procedures.** |  |
|  | **Updating documents for Calibration of Instruments and preparing the log for the** |  |
|  | **Instruments.** |  |
| **Preparing Project Sheets & Prequalification Documents.** |  |
|  | **Attending Weekly Project Review Meetings and taking notes and preparing presentations** |  |
|  | **for the projects and preparing the minutes.** |  |
| **Completed Scanning & Archiving of all Project Quality Dossiers & Welders Data dating back** |  |

**from 1989.**

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**MAY 2010 to JAN 2012:**

**POSITION:**

**INTEGRATED SPECIALIZED GENERAL CONTRACTING COMPANY WLL. (ISCCO), ABU DHABI, UNITED ARAB EMIRATES**

**CENTRAL DOCUMENT CONTROLLER / PROJECT SECRETARY**

**Was based at Head Office for 6 Months to develop the QA/QC Procedures & then shifted to site as Document Controller / Project Secretary on a very important GASCO Project (Interviewed & Approved by GASCO).**

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| **PROJECT:** | **REFURBISHMENT OF JETTY LOADING LINE AND BERTH 1** |  |
| **DUTIES INCLUDED:** | **STRUCTURE, RUWAIS, ABU DHABI, UNITED ARAB EMIRATES** |  |
|  |  |
|  |  |  |
| **All Document controlling accordingly to QA Procedures.** |  |
|  | **Preparation of Work Methodology, Material Approval Reports, Daily Progress Report, Site** |  |
|  | **Report, Painting & Welders Report, Project Close-out Reports, Time Sheet for site** |  |
|  | **employees etc.** |  |  |
| **Preparing the Weekly Minutes of Meetings with the client and consultant.** |  |
|  | **Self-Correspondence, Documentation, Archiving, Dispatching etc.** |  |
|  | **Maintaining Agreements and Confidential Data Documents.** |  |
|  | **Preparation of QA Documents like Job Description, Competency Reports for HR Dept., HSE** |  |
|  | **Plan &Reports for QA/QC Dept. for all projects at site.** |  |
| **Preparation of presentations of all projects before the award of the Project etc.** |  |
|  | **Gave support to Head of Proposals during the Pre-tender Stage.** |  |

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**SEPT 1989 to MAY 2009:**

**POSITION:**

**DUTIES INCLUDED:**

**AECOM, DUBAI, UNITED ARAB EMIRATES**

**[CANSULT MAUNSELL LTD] [PREVIOUSLY MAUNSELL LTD]**

**SENIOR** **DOCUMENT CONTROLLER / IT CO-ORDINATOR (DUBAI OFFICE SUPPORT)**

**Was based at Dubai Head Office - Also was assistant to Senior QA/QC Manager & IT Manager.**

**All Document controlling accordingly to QA Procedures.**

**Checking Documents and Drawings accordingly to QA/QC Procedures.**

**Created a drive on the server for all projects just for managing QA Process for all Company Projects.**

**Managing Document Controllers in 2 Main offices and all (90) Project Site Offices in Dubai & Sharjah.**

**Systematic Routine Office Job.**

**Self-Correspondence & Documentation, Archiving, Dispatching etc. Maintaining Inward and Outward Register.**

**Preparing Reports, Bids, Bill of Quantities, Tender Documents, and Specification etc. Maintaining Agreements and Confidential Data Documents.**

**Follow Up & Co-ordinate.**

**Administrating & interacting with all levels of people.**

**Involved in all type of work in the Administration and IT Department. Also worked as an IT coordinator (Dubai Office Support) .**

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**All types of Secretarial & Clerical Works.**

**Other work for the development of the company – Maunsell Ltd.**

**Lost Job due to the recession in 2009**

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