**PANNEER SELVAM**

**Document Controller**

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**CCORE SKILLS**

* Fulfil Document

Retrieval Request

* Organize and

Archive Document

* Maintain Documents
* Client Relationship
* IMS Reports

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 **PROFESSIONAL EXPERIENCE**

**Contact**

Email: paneerselvam.389922@2fewwmail.com

* Teamwork and relationships
* Document Management
* Methodical and rigorous
* EDMS(SharePoint) & ACONEX
* Communication
* **rigorous**EDMS (SharePoint)

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**Profile Summary**

* 8.3 years of experience as a document controller in the Logistics, Construction as well as Oil, Gas and Energy.
* Proficient in Microsoft Office Application Package, operating On-soft Computer System.
* Successful finished my Contract assignmentunder M/s. Archirodon Overseas Group. for implementation management and control of Project documentation works for Engineering and Quality Control Department for Iraq Al Faw Grand Port Oil and Gas Expansion Project.

**Jan 2018 – Sept 2018**

**Document Controller**

**Archirodon Construction (Overseas) Co. S.A (UAE)(OVERSEAS) Co. S.A (UAE)**

**Project: Al Dabb'iya Surface FacilitiesI- Offshore Cluster Construction works (Abu dhabi Oil & Gas Project Phase III)**

* Managed stored all Project documentation (technical, non-technical) and corresponding metadata in the Electronic Document Management System (EDMS SharePoint)
* Maintain documents transmittal log incoming and outgoing project documents.
* Maintained registers throughout the duration of the project, utilizing the available reportingTools within the EDMS for multiple registers to include but not limited to the Master Document Register, Drawing Register, Transmittal Register
* Create a daily, weekly & monthly report.
* Responsibilities involve mainly in dealing with daily requests for Inspection (RFI), for ensuring its promptdistribution, and returning them to contractor within a 24hour time frame of about 50 to 100 daily in individual documents inclusive of material inspection documents for closing.

**Aug 2013 – Aug 2017**

**Document Controller**

 **Archirodon Construction (Overseas) Co. S.A (UAE)**

**Project: AL Faw Grand Port (Design and Construction/Eastern Breakwater Oil & Gas Project II) Basra-IRAQ**

**Language**

* English, Tamil
* Controlling all the correspondence, Documents, Drawings, Engineering Queries, Site Queries, Non- Conformance Reports, Concession Requests, Punch Lists, QA/QC Documents, (Specifications, Qualifications, Procedures and Certificates), Reports,
* To maintain accurate record of the receipt and issue of Transmittals.
* Establish and maintain a proven QA/QC document control system (EDMS SharePoint).
* Record of Drawings, Method statement, Material submittals, Sample Submittals, NRIs, NCRs,Contracts, LOIs, Payment Certificates, Documents of Civil, Mechanical, Instrumentation, Electrical, Piping Structural Documents, Drawings, Specifications, Progress reports , Soil Investigation reports etc.

**Computer Literature**

**PROFESSIONAL EXPERIENCE**

* MS Office Proficiency
* Email & Internet
* Photoshop

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**Feb 2011 – Feb 2013**

**Document Controller**

* Date of Birth: 24th April 1976
* Nationality : Indian
* Marital status : Married

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I hereby assure that the above information furnished by me is true & correct to the best of my knowledge. I hope that the above mentioned particulars will meet your requirements and if given a chance to prove myself, I assure you that I will do the best to fulfill company’s adjectives.

**Personal Information**

 **Declaration**

**Feb 2003 – Jan2007**

**Mar 2007 – Mar2008**

**Apr 2008 – Jan2010**

* Controlling all type of Civil Engineering Document and Laboratories Testing Reports
* Establish and maintain a proven Testing Laboratories document control system (ACONEX software system).
* Ensure that the latest revision of all documents produced for the project are recorded and distributed to all Concerned parties, Preparation of Invoice and submitted to the laboratory manager for approval

Master in Business Administration in Human Resources (MBA).2014

Master Degree in Arts (M.A). 2002

**Zee Laboratories, Ali Awachi Group Construction, Bahrain**

**SARS Marine Shipyard Services, Bahrain**

**Avon Solutions & Logistics Pvt. Ltd, India**

**ACADEMIC QUALIFICATION**

**Grant Enterprises (Garments), India**

**HR Executive**

**Agro Fresh Land India Pvt. Ltd, India**

**HR Executive**

**Sr. HR Executive**

**Jan 2010 – Nov2010**

**Document Controller**

* Preparation Daily Report of day to day reports of GM, Coordinate with account dept.
* Maintaining and updating registration and Ministry insurance records
* Ensuring compliance with legal and regulatory reporting/filling requirements and internal and external
* Audits, Record maintenance: Responsible for monitoring of personnel files
* Preparation Monthly payroll processing including issuing of pay slips and month end payroll actions,
* PF& ESI Handling payroll (Pocket Software) for more than 800 employees
* Preparation monthly payroll processing including issuing of pay slips and month end payroll actions
* PF & ESI and handling payroll (SM Software) for more than 200 employees
* Preparation Monthly payroll processing including issuing of pay slips and month end payroll actions.
* P.F & ESI and Pay Roll Handing (Ohm Software) for more than 1500 Employees.

**National Institute of Business Management (Chennai)**

* **University of Madras**