**Curriculum Vitae**

**Ravi**

 Email: ravi.42846@2freemail.com

**Name :** Ravi

**Nationality :** Indian

**Present Position :** Sr. Document Controller

**Date of Birth :** 04 April, 1982

**Driving License :** UAE, Bahrain & India

**Present Employer :** Project Management & Design Consultants (PMDC) S.A.L (Offshore)

**Total Work Experience**: More than 11Years

**Middle East Work Experience**: 11 Years (UAE & Bahrain).

**Educational Qualification:**

* Bachelor of Arts from Guru Nanak Dev University, Punjab, India (2001 – 2004)

**Training & Certificates:**

* Advance Excel Training (from APTEC Institute in Dubai)
* Computer Training Certificate (R.P Education Consultants in Punjab)
* Project Wise Software Training Certificate

**Documentation Software Skills:**

* Windows Office (MS Word, MS Excel, MS Power point, Visio).
* Familiar with Document management System software as Bentley Project Wise, Aconex, Database & Oracle Software, EDMS (Electronic Document Management System).

**Key Skills and Competencies**

* Strong IT, database and communication skills.
* Utilizing a range of office software, including email, spreadsheets and databases.
* A comprehensive understanding of health and safety regulations.
* Proven decision making skills and excellent interpersonal skills and able to react quickly and effectively when dealing with challenging situations.
* Good organizational and interpersonal skills

**Work Experience**

**Company Name:** Project Management Design Consultant (PMDC), Abu Dhabi, UAE

**Position:** Document Controller

**Start Date:** April, 2017 To Till Date

**Reporting to:** Project Director

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | **Duration** | **Client** | **Consultant** |
| STRATA 2 (Al Ain) | April-2017 to Till | Mubadala | PMDC |

**Work Experience**

**Company Name:** National Marine Dredging Company (NMDC), Abu Dhabi, UAE

**Position:** Project Document Controller

**Start Date:** September, 2012 To April-2017

**Reporting to:** Project Director, QA/QC Manager (Project)

**Achievements:** The major projects where I was involved are:

**Project where I had been associated:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | **Duration** | **Client** | **Consultant** |
| East Sitra Housing Project Bahrain: Dredging, Reclamation and Shoreline Protection (Bahrain) | June-2014 to April-2017 | Ministry of Housing | AECOM |
| Braka Nuclear Power Plant (Abu Dhabi) | 2013-2014 | Emirates Nuclear Energy Corporation | KEPCO |
| Ghantoot Naval Base (Abu Dhabi) | 2011-2013 | GHQ Armed Forces | Dorsch Gruppe |

**Company Profile:**

NMDC was founded under Emiri Law No. 10, issued by the UAE President His Highness Sheikh Khalifa bin Zayed Al Nahyan. NMDC became a public joint stock company in 1986. NMDC is a semi-governmental entity and have been instrumental in the economical, infrastructural, financial, communal and societal development of Abu Dhabi over the past few decades. The main activities of the NMDC are Dredging & Reclamation, Marine Design and Construction, Survey, Geotechnical Works, Marine Logistic.

**Job responsibilities**

* Assisting departments with queries on documentation requirements & submissions.
* Supports technical projects and all departments related to project as well as corporate.
* Allocating and controlling the document numbering system for the project work.
* Works with precision to ensure that all electronic and hard copy filing is accurate and is easily retrievable.
* Responds in a timely manner to requests to retrieve information, information searches and general requests for support from project/department personnel.
* Responsible for maintenance and continual improvement of Document Control Management System as per ISO Standard and organization document procedures.
* Monitor the document control requirements on an ongoing basis so as to make recommendations for any improvements in the system if necessary.
* Manage all filing & documentation of project technical submittals.
* Maintain & prepare up-to-date status reports of project documents.
* Upload / Download Documents from Main FTP Site Access.
* Reviewing, updating and maintaining all documents registers (incoming and outgoing registers) such as drawings, subcontractor, Nonconformity log, materials log, method Statements, Quality documents, HSE related documents, letters and document transmittals logs on daily weekly and monthly basis and updating the same in project data software and corporate EDMS software.
* Responsible for receiving and distribution of all project deliverables and receivables.
* Keeping update project drawings (Design Drawings, Shop Drawing, As-Built Drawing) and distribute to project team and subcontractor as per advice by Project Director.
* Controlling and monitoring of procedures by considering the project protocols and updating the same to management on regular basis.
* Preparing the project document status reports to project management/engineers on weekly/ monthly basis.
* Controlling and monitoring of procedures by considering the project protocols.
* Highlighting the issues if in case find any unsuitable document number to a document.
* Guiding Sub-contractors for the procedures and forms/check sheets to be used on work site.

**Company Name:** Al Futtaim Carillion L.L.C, UAE

**Position:** Sr. Document Controller

**Start Date:** November, 2005 **– End Date:** September, 2011

**Reporting to:** Design Manager & Document Controller Manager

**Achievements:** The major projects where I was involved are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | **Duration** | **Client** | **Consultant** |
| Al Muneera (Al Raha Beach) (Abu Dhabi) | 2008-2011 | Al-Dar | Turner |
| Intercontinental Hotel (Dubai) | 2007-2008 | EMAAR | HOK |
| Dubai Festival City (Dubai) | 2005-2007 | DFC | Hyder/HOK |

**Company Profile:**

Al Futtaim Carillion LLC is a leading multi-national Construction Company in collaboration with UK based Carillion are jointly developing Dubai Festival City & all over the UAE. Dubai Festival City consists of Festival center, Shopping malls, Hotels, Commercial buildings, Office Buildings, Golf Club and High Rise Residential buildings.

**Job responsibility**

* Checking and controlling of Documents (Drawing, MS, NCR, IRF, ITP, Invoices, Letters, Reports, and Codes & Specification).
* Check and Monitor the Updating of Register and routing of documentation.
* Checking and controlling of Responses submitted for engineering queries through Transmittals.
* Maintain an efficient project-related document control register and record document flow to and from all necessary parties, including clients, sub-contractors.
* Issue transmittals and keeps record of receipts concerning the documents in circulation.
* Checking of all Drawings, Technical Documents and Submittals that they are correct and as per Project Procedures.
* Preparing and updating various Registers such as Drawings, Specifications, Schedules and Submittals such as Materials, RFI’s, Method Statement and other Submittal Registers as required on the Project.
* Update project documents in Aconex and distribute to the concern department for the action.
* Provide outstanding document list to management on weekly basis for their necessary action.
* Controlling and monitoring of procedures by considering the project protocols.

**My Strengths:**

* Effective Communication and Highly Working Skills acquired from working with different cultures.
* Quick Learner, patience, punctuality & self –confident.
* A professional characterized by qualities of hard work, loyalty and commitment.

Place: Bahrain/Abu Dhabi

I hereby declare that all the data mentioned by me is best of my knowledge.

Ravi