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**CURRICULAM VITAE**

**Sivakumar**

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**Carrier Objective:**

To work in a challenging environment that provides me proper ambience to sharpen my skills, shape my values, stretch my limits and widen my horizons. I am a person with dedication, ability to grasp the basics of the industry, hard working, pleasing and jovial personality. Would like to join a professional and reputed firm where I can utilize my expertise towards company’s and self development.

**Personnel Skills:**

* Takes initiative and responsibility.
* Experience with document control package such as Asite
* Can adapt to new environment easily.
* Interest and ability in learning new technological changes.
* Proven decision making skills
* A comprehensive understanding of health and safety regulations
* Able to react quickly and effectively when dealing with challenging situations
* Assisting department with queries on documentation requirements & submissions

**Educational Qualifications:**

* Qualification - **Degree of Bachelor of Science in Zoology**
* College - **Govt.** **Arts College - Melur**
* University - **The Senate of the Madurai Kamaraj University**

**Additional Qualification:**

* Post Graduate Diploma in Computer Application (**PGDCA**)

**Computer Skills:**

* Microsoft Office
* Microsoft Outlook
* AutoCAD
* Build Smart Software
* Aconex Software

**Experience:**

* The documentation required to be managed by this system includes, complete range of Technical documentation like drawings, Reports ,Calculations, Technical Specification, Purchase requisitions generated from the Design / construction phase, which are further utilized for As-Built documentation / Final Hand-over Dossiers.
* Co-ordination with Client, Engineering Contractors, Joint Venture Partners, Sub-contractors & Project Management Team and other Internal Departments for Documentation related issues.
* Control all Incoming and Outgoing Drawings / Documents etc., Ensure timely issuance & distribution of all the Drawings / Documents with correct revisions to all parties as detailed in the distribution matrix contained in project procedures
* Prepare Final Dossiers Indices for Client approval. Arrange Final Handover Dossiers as per the approved indicates for onward submission to client through Company Certification Engineer
* Produce reports as required by management & other parties from time to time. Ensure all project documents/drawing & correspondences are available in paper version (scanned & native format)

**Professional Experience in UAE:**

Employer : **Al Jaber L.E.G.T Engineering & Contracting Co (ALEC) L.L.C**

Designation : Assistant Document Controller

Project : Between the Bridges (BTB) Abu Dhabi

Consultant : KEO International

Period : 2007 February – 2007 December

Employer : **Al Jaber L.E.G.T Engineering & Contracting Co (ALEC) L.L.C**

Designation : Document Controller

Project : Al Nahkeel Health Spa – Abu Dhabi

Consultant : Ardent Consulting Engineering

Period : 2008 January – 2009 February

Employer : **Al Jaber L.E.G.T Engineering & Contracting Co (ALEC) L.L.C**

Designation : Document Controller / Site Admin

Project : The One & Only Royal Mirage Palace Hotel Summer Maintenance Project Phase-1

Consultant : CKR Consulting Engineering

Period : 2009 March – 2009 May

Employer : **Al Jaber L.E.G.T Engineering & Contracting Co (ALEC) L.L.C**

Designation : Document Controller / Site Admin

Project : Dubai Marina Office Tower Plot 3F

Consultant : Meinhardt (Singapore) PTE LTD

Period : 2009 June – January 2012

Employer : **Al Jaber L.E.G.T Engineering & Contracting Co (ALEC) L.L.C**

Designation : Document Controller / Site Admin

Project : Dubai Mall Gold Souk

Consultant : Meinhardt (Singapore) PTE LTD

Period : Feb 2012 – April 2012

Employer : **Al Jaber L.E.G.T Engineering & Contracting Co (ALEC) L.L.C**

Designation : Document Controller

Project : Dubai International Airport Cocourse-3 AX124

Consultant : Dar-Al Handasah

Period : Feb 2012 – Till date

**Duties and Responsibilities:**

* Preparation of all Material Submittals.
* Updating the Material Submittal and Shop Drawing register.
* Effectively follow the company’s standard operating procedures in submissions of documents.
* Preparation of weekly / monthly progress reports for the cost meeting.
* Ensures that all documents have no errors in filenames, submissions, etc before submitting it to the nest department to avoid confusion
* To perform regular audit on corporate documents in order to ensure that all documents are properly submitted to other departments
* Preparation of all documents and communicating with employees in order to make submissions early is part of the job description of a document controller.
* Follow up the procurement department to place the order to relevant supplier.
* Review, catalogue and distribute all consultant drawings, shop drawings and other submittals as required by the Project Manager
* Receive and log all shop drawing. Review with PM and distribute
* Ensure timely review of submittals by consultant and review
* Scan and database the approved shop drawings. Keep current hard copies and file supersede version
* Follow-up on deficiency lists and assist with scheduling and coordinating sub trades
* Assist with ordering construction material and equipment
* Maintain document control registers / documents for incoming and outgoing project documents
* Maintain documents for transmittal process for project documents
* Arching data for historical purpose
* Checking dispatch documents are accurate
* Responsible for maintaining hard copy information
* Issuing and distributing controlled copies of information

**Personnel Address:**

Sex : Male

Date of Birth : 11-04-1984

Nationality : Indian

Religion : Hindu

Marital Status : Married

Languages Known : English, Hindi, Tamil, Malayalam,

Visa Status : Employment Residence

**Declaration:**

I hereby declare that the above mentioned information furnished it is true to the best of my knowledge and belief.