Reamsha

Reamsha.195953@2freemail.com



**SNAPSHOT**

* A **Senior Document Controller** with **over 15+ years** of experience in Document Control, Project Management, Process Requirement Analysis and Team Coordination.
* Well versed with Aconex, Bizflow & Orbit and handling the entire gamut of activities related to document control by reviewing the documents prior dispatch, ensuring changes and revisions are clearly identified.
* Proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures.
* Demonstrated excellence in assuring that relevant versions (Soft Copy / Hard Copy) of applicable documents are available as and when required.
* Experience in mapping business requirements, designing customized solutions with ability to analyze business practices and define optimal procedures.
* Possess ability to organize information and communicate findings in a clear and useful manner.
* A reasonable level of numeracy with a high standard of personal integrity and decisiveness as well as problem-solving and influencing skills.

**CORE COMPETENCIES**

* Handling the wide gamut of document custodianship responsibilities including preparing, sorting, binding, organizing, transmitting, archiving design and project documents.
* Managing contracts, scopes of work, calculations, data sheets, reports, electronic files, etc. and maintaining company records and correspondence in an efficient manner.
* Providing assistance to the site staff during vendor document mobilization and demobilization to ensure the satisfactory management of project documentation and records.
* Ensuring implementation of the latest document custodianship software.
* Maintaining consistent filing system and issuing hard copy and soft copy of Document Transmittals.
* Preparing reports & other statements to apprise Project Engineers about drawings / documents for facilitating critical decision-making process.
* Ensuring timely dispatch and distribution of the vendor documents.
* Ascertaining comprehensiveness of electronic database of engineering drawings, documents & other related information.

**ACADEMIC QUALIFICATIONS**

Bachelor of Commerce

Diploma in Computer Application

**COMPUTER** SKILLS

* Aconex/ PM web/4Projects (Project Management software)
* Orbits, Bizflow & Hummingbird Documents and management system

**CAREER CHRONICLE**

* Sr. Document Controller **:** MS Construction FZ LLC- Dubai **(Jan 2015- present)**
* Sr. Document Controller **:** ARCO Gen. Cont. Co- Dubai **(March 2014- Dec 2014)**
* Secretary / Document Controller : Al Jurf Development Projects LLC **(May 2008 – Jan 2014)**
* Secretary /Document Controller : Arkonsult **(2007-2008)**
* Administration Assistant : Shezan Restaurants & Catering Services (**2000-2007**).

**PROFESSIONAL EXPERIENCE**

**MS (Meydan- Sobha) Construction FZ LLC, Dubai UAE**

**Position: Sr. Document Controller (Jan 2015– Present)**

* Establish and maintain the files, records, correspondences received from the Clients, Contractors and others.
* Receipt and distribution of all Contractors submittals to respective engineers for their review and comments.
* Follow-up responses to all submittals send for review/comments internal and external.
* Maintain document control registers for incoming and outgoing project documents.
* Ensure that the latest revision and approval status of drawings are being updated continuously.
* Provides list of pending submittals to PM/RE/Engineers on weekly basis for their information and action.
* Prepare/types all the correspondences, monthly progress reports, minutes of meeting and other technical submittals.
* Ensure proper documentations with control procedures like using the latest template, ensuring correct format, classifying the sensitivity and comprehensive quality check of the approved controlled correspondence prior to transmitting it. Thus, maintaining in an effective, up to date and accurate database and tracker on a daily basis. (Sample of the documents are letters, memos, reports, , significant subcontractor, spot check record.
* Maintain confidential records and files like invoices, contracts.
* Processes purchase orders (LVPO)
* Ensure all hard copies of documents are filed correctly and maintain electronic copy for the same for easy retrieval by the project team.
* Maintain and updates the filing key and ensure that all procedures are strictly followed.
* Prepare monthly timesheet as required and issue to HO in a timely manner.
* Prepares monthly replenishments to be issued to Contractor for kitchen items and office requirements.
* Using Aconex to upload Letters /RFIA.
* Prepares periodic report for submittals as required by QA.

**ARCO Gen. Cont. Co, (Al Ryum Group), Dubai –UAE**

**Position: Sr. Document Controller**  **(March 2014-Dec 2014)**

* Coordinate all activities related to the Document Control procedure, including technical

 Documents, drawings, and commercial correspondence.

* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Filing of all documents / correspondence shall be carried out and maintained in a manner to
ensure quick and easy retrievals as per QES standards.
* Generate the various document control reports as required.
* Typing of Site Documents & follow up of all the site needs.
* Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
* Maintain updated records of all approved documents & drawings & their distribution clearly.
* Maintain the documents & drawings in the Document Control Office under safe custody without any damage or deterioration with easy traceability.
* Maintain the files & control logs as required by the project.
* Responsible in controlling the entire in/out flow of the documents in the department based on the integrated management System (IMS).
* Keeping project related documents or any assigned subjects like technical data, engineering drawing, technical needs and other project associated documents for maintenance and retrieval purposes.
* Maintaining project process, standards, work instructions and guidelines.
* Creating and maintaining site documentation filling system; controlling access to documentation area.
* Managing and maintaining project progress planning schedules. Obtaining documents from the concerned staff request detailing the version and establishment date.
* Rendering services for the documentation and correspondence like letters, faxes and pertinent emails acquired and transferred internally/externally by all departments; ensured that the same were registered, numbered, distributed controlled and filed.
* Providing support in the review, validation, distribution and transmission of project documents.
* Making sure on time dispatch and display of documents obtained from the site as well as availability of use for all concerned the latest revision of controlled documents.
* In charge in the maintenance of critical documents register. Facilitating the preparation of periodic reports on activities and achievements for submission to the Department Head.
* Carrying out other tasks related to the designated job by the Department Head.

**Al Jurf Development Projects LLC- Abu Dhabi , UAE**

**Position: Document Controller / Secretary** (**May 2008– January 2014)**

* Establish and maintain the files, records, correspondences received from the Clients, Contractors and others.
* Receipt and distribution of all Contractors submittals to respective engineers for their review and comments.
* Follow-up responses to all submittals send for review/comments internal and external.
* Maintain document control registers for incoming and outgoing project documents.
* Ensure that the latest revision and approval status of drawings are being updated continuously.
* Provides list of pending submittals to PM/RE/Engineers on weekly basis for their information and action.
* Prepare/types all the correspondences, monthly progress reports, minutes of meeting and other technical submittals.
* Ensure proper documentations with control procedures like using the latest template, ensuring correct format, classifying the sensitivity and comprehensive quality check of the approved controlled correspondence prior to transmitting it. Thus, maintaining in an effective, up to date and accurate database and tracker on a daily basis. (Sample of the documents are letters, memos, reports, , significant subcontractor, spot check record.
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**PERSONAL DETAILS**

Date of Birth: 10th May 1979

Nationality: Indian

Visa Status: Employment Visa (Transferable)

Marital Status: Married

Languages Known: English / Hindi / Tamil / Malayalam & Arabic (Working Knowledge)