**SAYIS**

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**Objective:** Managing company documents by ensuring their accuracy, quality, integrity, status and security. These will help organization adhere to record retention policies, safeguard information and retrieve documents/data more effectively. Implementation of EDMS (Electronic Documents Management System) in an Organization targeting a paperless office which makes it easier to preserve, access, and share the Documents. For example, an original historical document may only be accessible to people who visit its physical location, but if the document content is digitized, it can be made available to people worldwide. There is a growing trend towards digitization of historically and culturally significant data.

**Qualifications:** Having more than 19 years of experience in implementation & maintain Document Management System (hardcopies and electronically) related to engineering/construction projects {Infrastructure (Earthworks, Roads, Bridges, Rail, Utilities), Buildings (High-rise/Housing), & Oil Refinery}.

# Educational Attainment:

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| University | : | Calicut University, Kerala, India |
| Course | : | *Bachelor of Arts* |
| Year | : | 1998 |
| Institute  | : | Spectrum Computer Institute, Kannur, Kerala, India |
| Course | : | *Diploma in Computerized Office Management* |
| Year | : | 2002 |

Computer Skills:

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| MS-Office Applications | : | Windows, Word, Excel, Power Point, Access & Visio |
| EDMS Applications | : | Aconex, Zylab, Live-link, Share-point & TeamBinder  |
| Other Applications | : | Adobe Photo Shop, Adobe Acrobat Professional, MicroGraphics, Outlook & Internet |

**Typing Speed:** 60 wpm (English)

**Driving License:** Valid U.A.E. Light Vehicle Driving License

**Languages:** English, Hindi, Arabic, Urdu and Malayalam

**Professional Brief:** Document Management System is so much more than just filing documents. By implementing a proper Electronic Document Management System (EDMS) in an organization; it will support all the activities and will add value at least in the following areas:

Company Protection: It is crucial and critical to be able to retrieve the last updated applicable documentation/ information and upon implementation of a proper EDMS in an Organization can retrieve it quickly.

Commercial Protection: Documents/Drawings created on a Project are often linked to key milestones for payment etc. Late receipt of information can have a negative impact on the schedule which can lead to the company taking a hit. Document Control can keep track of and expedite the deliverable flow to ensure the company delivers on time as well as receives on time from contractors, consultants and even Clients.

Information Security: By defining the rules for accessing documents (who can access a document, who can read it, modify it, etc…) and by implementing these rules within the document management software document control prevents uncontrolled changes on documents, as well as un-authorized access to documents. At the same time ensuring that any person who needs access to a document has access.

Control: Getting control of documents (including latest revisions, updates, etc.) means that you will be certain that the information at hand is the most up-to-date. With document control, all revisions of a document are stored, and the document at hand is the current one.

Traceability: Who sent this document to whom, when, and with what technical or commercial content? Why traceability? Because it ensures that you will never lose track of what happened on documents on your project / in your department.

Auditability: Without professional document control, you might not be able to provide the necessary information to auditors (internal or external) in due time.

Consistency: Within the same company (or within the same project, the same department, etc…), document control means working by the same standards, standardizing documentation, and complying with industry regulations and legal requirements.

EDMS commonly have workflow, indexing, versioning, security, storage, searching, and retrieval capabilities. Below is the description of these components:

Workflow: Workflow is a complex process and some document management systems have a built-in workflow module. There are different types of workflow. Usage depends on the environment the EDMS is applied to. Manual workflow requires a user to view the document and decide whom to send it to. Rules-based workflow allows an administrator to create a rule that dictates the flow of the document through an organization: for instance; Engineering & Technical submittals (Design/Shop Drawings, Material submittals, Method Statements, RFI etc.) passes through an approval process and then is routed to the client/ consultant. Dynamic rules allow for branches to be created in a workflow process. Advanced workflow mechanisms can manipulate content or signal external processes while these rules are in effect.

Indexing: Indexing will be simple as keeping track of unique document identifiers; but often it takes a more complex form, providing classification through the documents even through word indexes extracted from the documents contents. Indexing exists mainly to support retrieval. One area of critical importance for rapid retrieval is the creation of an index.

Revision Control: Revision Control is a process by which documents are checked in or out of the document management system, allowing users to retrieve previous revisions and to continue work from a selected point. Revision Control is useful for documents that change over time and require updating, but it may be necessary to go back to or reference a previous copy.

Security: Document security is vital in many document management applications. Compliance requirements for certain documents can be quite complex depending on the type of documents. Some EDMS have a rights management module that allows an administrator to give access to documents based on type to only certain people or groups of people. Document marking at the time of printing or PDF-creation is an essential element to preclude alteration or unintended use.

Storage: Storage of the documents often includes management of those same documents; where they are stored, for how long and migration of the documents

Searching: The Searching finds documents using text contains in the document or can be searched using various attributes and document content.

Retrieval: Retrieve the electronic copy or hardcopy of documents from the storage. Although the notion of retrieving a particular document is simple, retrieval in the electronic context can be quite complex and powerful. Simple retrieval of individual documents can be supported by allowing the user to specify the unique document identifier, and having the system use the basic index (or a non-indexed query on its data store) to retrieve the document. More flexible retrieval allows the user to specify partial search terms involving the document identifier. This would typically return a list of documents which match the user's search terms. The retrieval for this kind of query may be supported by previously built indexes, or may perform more time-consuming searches through the documents' contents to return a list of the potentially relevant documents.

In conclusion, implementing & investing in Document Control is the way to protect the Organization, as well as ensuring accessibility, retrievably, control and security for your documents, records and information.

### Professional Experience:

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| Company Name | : | **Al Jaber Group – Abu Dhabi, U.A.E.** |
| Nature of Business | : | Engg. & Const. for Infrastructure (Earthworks, Roads, Bridges, Rail, Utilities) & Buildings |
| Department | : | Document Controls – Corporate Office |
| Projects | : | Please refer to the projects List |
| Position  | : | *Document Controls Manager*  |
| Reporting to | : | Corporate QA/QC Director |
| Duration | : | September 2006 - Present |

**Duties and Responsibilities:**

* Managing Documents, Records& Information Management System complies with ISO & company requirements
* Carry-out the existing situation of Document Control Center (DCC)& propose the recommendations to the Management
* Planning of budgets, authorizations, actual needs, etc.
* Build a Document Control System from scratch
* Monitoring Document Control activities (Workflow, Indexing, Revision Control, Storage, Security etc…) in the Corporate & Projects site offices
* Ensuring that all document control activities are complying the company Documents, Records & Information Management Plan & Procedures
* Access Control of documents, records & Information
* Built-up Master File Index
* Maintain hard-copy & electronic-copy of the documents
* Establish documents distribution matrix for allocating CONTROLLED COPY of documents as necessary to company staff or organizations (client, contractors, sub-contractors & suppliers etc.)
* Uploading documents to AJC server through EDMS (Zylab)
* Company Prequalification Documents
* Tender Documents (Contract Conditions, General Specifications, Particular Specifications, Drawings, BOQ, Tender Addendums, Bulletins, etc…)
* Tender Correspondences (Letters, Memos, Quotation Requests to Subcontractors/Suppliers and Quotations from Subcontractors/Suppliers etc…)
* Tender Submissions
	+ Commercial Proposal (Tender Offer Letter, Original Tender Bond, Priced Detailed BOQ, Contract Conditions, Specifications, Drawings, Addendums etc…)
	+ Technical Proposals {Detailed Bar Chart Programme, Manpower Histogram, Staffing Schedule, Equipment Schedule, Method Statement, Organization Chart, CV’s of Key Personnel, HSE&QA/QC Plans & Procedures, Company Registration Documents (Commercial License, Chamber Commerce Registration etc…), Tender Bond copy, Un-priced BOQ, etc…)
* Contract Documents (Conditions of Contract, Contract Drawings, Specifications, Contract Variations, etc…)
* Correspondences (Letters, Memos, Circulars, Enquiries, Quotations etc.)
* Engineering & Technical Documents {Shop Drawing Submissions, Method Execution Statements, Material Approval Requests, Non Conformance Reports (NCR), Request for Information RFI), Inspection Test Requests (ITR), Manuals, Procedures, Catalogues, Subcontractor/Suppliers Pre-qualifications etc…..}
* Prepares Transmittals, Submittals, Letters, Memos and Circulars etc…
* Update the document register log
* Receiving, Issuance, Revision Control, Distribution, Filing, Archiving and Retrieval of Documents
* Reading and understanding contents and ensuring faster response when matters are critical
* Ensuring submissions are completed on time, submitted and acknowledgements are taken and updated index and register
* Ensuring quality of outgoing correspondences to keep company’s best image
* Ensuring confidential documents and records retained in the best way
* Ensuring softcopies are archived and regular backups are taken
* Printing CAD file drawings by Drawing Viewer
* Generate reports as required by the Management
* Provide assistance to the Business Development Manager in preparation of Company prequalification submissions comply with Client’s requirements
* Provide assistance to the HSE Director in preparation of HSE Plan & Procedures as per the projects scope and requirements
* Provide assistance to the Commercial Director in preparation of EoT Claims when required
* Tracking the related correspondence (Variations, Disputes, Time/Cost impact, etc...)
* Copying, scanning and file arrangements etc…
* Coordinates equipment maintenance and calibration schedules for the equipment used by department
* Build and maintain a collaborative working relationship with project members
* interview the candidates for Document Control positions
* Provide training for Document Controllers
* Ensure that Document Control staff have aligned Job Description

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| Company Name | : | **Arabian Construction Company, Abu Dhabi – U.A.E.** |
| Nature of Business | : | untitled.bmpDesign/Construction Firm for Buildings including High-rise Buildings, Hotel and Villas |
| Department | : | 894343_20100603105408.bmpContracts / Technical Department – Head Office |
| Project | : | Please refer to the projects List |
| Position  | : | Senior Document Controller |
| Reporting to | : | Technical & Contracts Manager |
| Duration | : | January 2001 – March 2006 |

**Duties and Responsibilities:**

* Establish and Maintain a comprehensive Document Control System as per the Company Procedures and ISO requirements for various projects
* Control and administration of incoming and outgoing documents (Correspondences, Submittals, transmittals, specifications and drawings etc.)
* Documents receiving, issuance, revision control, scanning, etc…
* Documents distribution as per the approved Documents Distribution Matrix
* Documents filing, archiving & retrieval
* Preparation of documents for Pre-Qualification submittals
* Preparation of Tender Submissions
* Commercial Proposal (Tender Offer Letter, Original Tender Bond, Priced Detailed BOQ, Contract Conditions, Specifications, Drawings, Addendums etc…)
* Technical Proposals {Detailed Bar Chart Programme, Manpower Histogram, Staffing Schedule, Equipment Schedule, Method Statement, Organization Chart, CV’s of Key Personnel, HSE&QA/QC Plans & Procedures, Company Registration Documents (Commercial License, Chamber Commerce Registration etc…), Tender Bond copy, Unpriced BOQ, etc…)
* Preparation of Technical Clarifications if required
* Preparation of Presentation using MS PowerPoint for Technical Meeting purposes
* Ensuring submissions are completed on time, submitted and acknowledgements are taken and updated index and register
* Preparation of Project Extension of Time Claim Submissions when required
* Ensuring softcopies are archived and regular backups are taken
* Generate reports as required by the Management
* Coordinates equipment maintenance and calibration schedules for the equipment used by department
* Construct / Prepare letters, memos and schedules etc.
* Provide training for Junior Document Controllers and Document Clerks

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| Company Name | : | **Consolidated Contractors International Co., Abu Dhabi – U.A.E.** |
| Nature of Business | : | Construction for the Installation, Testing and Commissioning of Plants & Buildings etc. |
| Project | : | Ruwais Refinery Expansion Project |
| Department | : | CCC_TopTitleMain Contractor’s Office **(Snamprogetti)** |
| Position  | : | **Document Controller** |
| Reporting to | : | Engineering Manager |
| Duration | : | May 1998 – December 2000 |

**Duties and Responsibilities:**

* Maintaining a comprehensive Document Control System as per the Company Procedures and ISO requirements
* Control and administration of incoming and outgoing documents
* Contract Documents (contract agreement, specifications, drawings, isometrics etc…)
* Engineering & Technical Documents {Shop Drawing Submissions, Method Execution Statements, Material Approval Requests, Non Conformance Reports (NCR), Request for Information RFI), Inspection Test Requests (ITR), Manuals, Procedures, Catalogues, Subcontractor/Suppliers Pre-qualifications etc…..}
* (Submittals, transmittals, and correspondences etc.)
* Documents receiving and acknowledge
* Documents Issuance, revision control and scanning
* Documents distribution as per the approved Documents Distribution Matrix
* Documents filing, Documents archiving, Documents retrieval etc…
* Documents distribution as per the Documents Distribution Matrix marking by the Superior (Engineering Manager)
* Update documents & records control register
* Access control of documents and records
* Ensuring submissions are completed on time, submitted and acknowledgements are taken and updated index and register
* Provide training for Assistant Document Controllers and Document Clerks
* Telephone operating on PABX switchboard
* Keeping records on international calls made by the office staff and vendor’s staff
* Sending fax to various destinations and keeping transmission sheets for record

**Personal Profiles:**

* Good managerial skills
* Organizational skills
* Dedicated and result-oriented
* Highly motivated and self-reliant
* Dynamic with pleasing personality
* Sociable and friendly nature
* Good team player

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| Nationality | : | Indian |
| Religion | : | Islam |
| Marital Status | : | Married |
| Date of Birth | : | 25 May 1975 |
| Place of Birth | : | Kannur, Kerala, India |
| Age | : | 40 years old |