**AMAN**



**E-mail ID** **:** aman.381807@2freemail.com

**PERSONAL DETAILS**

**Date of Birth :** 18November 1972

**Nationality :** Indian

**Religion :** Islam

**Marital Status :** Married

**Languages :** English, Hindi, Tamil, Malayalam&Arabic

**Visa Status :** Employment (Transferable)

**Driving Licence :** Valid Qatar &UAE Light Vehicle Licence

EDUCATIONAL QUALIFICATIONS

* Diploma in Computer Application
* Diploma in Civil Engineering
* Institution of Occupational Safety and Health (IOSH)
* Primavera Contract Manager V.13
* Aconex Certificate
* Qatar Red Crescent (Basic Life Support & First Aid Course)
* ISO 31000 Awareness – Enterprise Risk Management

COMPUTER PROFICIENCY

* MS Office, such as MS Word , MS Excel , MS PowerPoint, MS Visio, MS Access, Photoshop & Knowledge in AutoCAD
* Primavera Expedition, SharePoint, Aconex, TeamBinder, Proliance (Document Control Database)
* FTP [File Transfer Protocol]

CAREER HIGHLIGHTS

* More than 22 years of experience as Senior Document Controller, Document Controller, Secretary, and Technical Clerk. 2 years of experience as Site Supervisor in India. This experience has been gained whilst with International Consultants & Project Management.
* Powerful background in various International and local standards i.e ISO 9001, 14001, 18001...etc.
* Excellent management skills which allow him to manage all documentation in the projects. Ability to work independently without supervision in a professional set up, Confident and positive approach towards responsibilities, Keen to learn new skills.

**PERSONAL STRENGTHS**

* Ability to work independently without supervision in a professional set up
* Confident and positive approach towards responsibilities
* Keen to learn new skills

EXPERIENCE

**Apr 2017 – till date** **Qatar Project Management**

 **(Development of ISF Camp Project - Duhail)**

 Senior Document Controller

Appointed as a Senior Document Controller in Head Office & Site office overall supported team, and concentrating future jobs in Qatar Project Management. Implementation of Project Control Plan, Preparing section of Monthly Report, Prepare Presentation of Client Meetings. Access Proliance, Share point and Contract Manager for the Database Program. Currently handling one of the prestigious Development of Internal Security Force (ISF) Camp at Duhail Project: The 07 billion QAR, The Development of ISF Camp – Al Duhail, the first development in Qatar targeted to achieve the QSAS Neighbourhood Certification, is a large scale mixed-use development located at Al Duhail, Doha, adjacent to the Qatar University Campus plot along the Arab League Street.

The Program features a great number of buildings associated with military use and other additional facilities designed to provide support for both administrative and recreational activities.

The total count of buildings for the entire camp including all uses and activities stands currently at approximately 348 units (except Zone 23 and Zone 28). The BUA is approximately 1,455,876sqm (except Zone 23 and Zone 28) and the site area 3,261,844sqm

The camp comprises of various types of barracks, stores, guardhouses, headquarter and military buildings. It also includes a five-star hotel, a hospital, prisons, several Masjids, residential buildings, equestrian camp and shooting range, workshops, training police academy, parade areas, extensive landscaped areas, parking and general infrastructure.

Familiar with ISO Project documentation, Project Reporting system and Handing over Archiving Process. Knowledge for the QA/QC Document Procedure, Submittals Standards and other project related documentation issues.

**Responsibilities**

* Accessing Proliance (Document Control Database)
* Updating all data to Database.
* Uploading all the data to central server.
* Monitoring and maintaining of documents & drawing registers for all incoming and outgoing correspondences as per the company and Project requirements.
* Follow-up the Status of Correspondences from Team Manager’s & Engineer’s on every weekly basis.
* Generate Weekly Outstanding Correspondence Report & Distribute to all Department Managers.
* Maintain the Project Contractor / Consultants Submittal Track Logs.
* Distribute the Contractor Submittals to the Discipline Engineers for Action.
* Initial responsibilities included setting up of incoming document logs and registers.
* Issue of tender and construction packages including drawings and specifications
* Installation of proper filing system
* Receiving transmittals, checking compliance with specifications
* Keeping logs for all incoming transmittals, documents, drawings etc.
* Maintenance of filing system and Drawing Register.
* Maintaining & electronically filing all Reports in our central server with register.
* Keep a distribution matrix for company documents
* Managing Workflows for the Project Team
* Notify the Potential Cost Saving to the QS team

**Nov 2009 – Mar 2017** **Qatar Project Management**

 **(Qatar Petroleum District Project)**

 Senior Document Controller

Appointed as a Senior Document Controller in Head Office & Site office overall supported team, and concentrating future jobs in Qatar Project Management. Implementation of Project Control Plan, Preparing section of Monthly Report, Prepare Presentation of Client Meetings. Access Aconex, Share point and Contract Manager for the Database Program.Currently handling one of the prestigious QPD Project: The $3 billion USD QPD Project is located in the heart of Doha, Qatar, in West Bay area. The project is an integrated mixed use development originally designed to serve the local and international financial institutions. The project has a built up area of almost seven hundred thousand square meters and offers high quality grade an office space within 9 office towers a luxury five star hotel tower supported by an infrastructure of a district cooling plant and 66kV primary substation. The tower campus is formed around a landscaped plaza accessible from street level and comprises a retail mall, an iconic stand-alone prayer hall and covered parking facilities for over 5,000 cars. The average heights of the towers, arranged in a double spiral shape consisting of an inner and outer ring of towers, range between twenty one to thirty six storeys culminating in a fifty two storey flagship tower that will form one of the prime landmarks of Doha.

Familiar with ISO Project documentation, Project Reporting system and Handing over Archiving Process. Knowledge for the QA/QC Document Procedure, Submittals Standards and other project related documentation issues.

**Responsibilities**

* Accessing Contract Management, Aconex & SharePoint.
* Updating all data to Database.
* Uploading all the data to SharePoint as central server.
* Created and adopted new filing system to cope with vast size of projects.
* Implementing Project Management Plan.
* Monitoring and maintaining of documents & drawing registers for all incoming and outgoing correspondences as per the company and Project requirements.
* Initial responsibilities included setting up of incoming document logs and registers.
* Issue of tender and construction packages including drawings and specifications
* Installation of proper filing system
* Receiving transmittals, checking compliance with specifications
* Keeping logs for all incoming transmittals, documents, drawings etc.
* Distribution of contract drawings & specifications to the Client and Contractors.
* Maintenance of filing system and Drawing Register.
* Maintaining & electronically filing all Reports in our central server with register.
* Keep a distribution matrix for company documents
* Managing Workflows for the Project Team

**Apr 2009 – Nov 2009** **Hill International Ltd**

 **(Barwa Financial District Project)**

 Senior Document Controller

Appointed as a Senior Document Controller in Head Office & Site office overall supported team, and concentrating future jobs in Hill International. Implementation of Project Control Plan, Preparing section of Monthly Report, Prepare Presentation of Client Meetings. Contract Manager for the Database Program.

Familiar with ISO Project documentation, Project Reporting system and Handing over Archiving Process. Knowledge for the QA/QC Document Procedure, Submittals Standards and other project related documentation issues.

**Responsibilities**

* Accessing Contract Management.
* Updating all data to Database.
* Uploading all the data to Contract Management as central server.
* Created and adopted new filing system to cope with vast size of projects.
* Implementing Project Management Plan.
* Monitoring and maintaining of documents & drawing registers for all incoming and outgoing correspondences as per the company and Project requirements.
* Initial responsibilities included setting up of incoming document logs and registers.
* Issue of tender and construction packages including drawings and specifications
* Installation of proper filing system
* Receiving transmittals, checking compliance with specifications
* Keeping logs for all incoming transmittals, documents, drawings etc.
* Distribution of contract drawings & specifications to the Client and Contractors.
* Maintenance of filing system and Drawing Register.
* Maintaining & electronically filing all Reports in our central server with register.

**Apr 2006 – Mar 2009** **P&T Architects and Engineers Ltd.**

 **(Dubai Head Office)**

 Document Controller

Appointed as a Document Controller in Head Office for City of Arabia, G Tower, Business Bay, Time Residences, Ajman Corniche Residences, Ajman Marina Freezone Development, First Abu Dhabi Shams, Al Raha Beach Development, Dubai Maritime City of Kensington Tower and other Projects for P&T Architects and Engineers Ltd.

**Responsibilities**

* Created and adopted new filing system to cope with vast size of projects.
* Monitoring and maintaining of documents & drawing registers for all incoming and outgoing correspondences as per the company and Project requirements.
* Initial responsibilities included setting up of incoming document logs and registers.
* Issue of tender and construction packages including drawings and specifications
* Installation of proper filing system
* Receiving transmittals, checking compliance with specifications
* Keeping logs for all incoming transmittals, documents, drawings etc.
* Distribution of contract drawings & specifications to the Client and Contractors.
* Maintenance of filing system and Drawing Register.

**Mar-2003 – Apr2006** **Hyder Consulting Middle East Ltd**

 **(JumeirahBeach Residence Project)**

 Document Controller

Appointed as a Document Controller for Jumeirah Beach Residence - Sector 02 Project for Hyder Consulting Middle East Ltd who are the lead consultant. This is one of the prestigious project is of UAE of Dhs. 340M for Sector 02 (3 high-rise towers).

**Responsibilities**

* Worked with**Primavera Expedition**document control software for controlling incoming and outgoing Correspondence, Contractors Submittals, Shop Drawings, RFI, Transmittal, Drawings, and Specifications etc.
* Filing the Documents according to Hyder Standards.
* Helping the Team with secretarial assistance (typing letter if required)
* Maintaining registers for the documents which is to be updated
* Filing all contractual documents systematically for easy access for the team to review.

**May-1996 – Mar-2003** **AlAwab Consulting Engineers, Damam, Saudi Arabia**

 Secretary / Technical Clerk

**Responsibilities**

* Monitoring and maintaining of documents & drawing registers for all incoming and outgoing correspondences as per the company and Project requirements.
* Initial responsibilities included setting up of incoming document logs and registers
* Issue of tender and construction packages including drawings and specifications
* Installation of proper filing system
* Receiving transmittals, checking compliance with specifications
* Keeping logs for all incoming transmittals, documents, drawings etc.
* Distribution of contract drawings & specifications to the Client and Contractors.
* Maintenance of filing system and Drawing Register.

**Apr–1993 – Apr-1995 Al JADEED Consultants, Chennai, India**

 **Site Supervisor**

**Responsibilities**

* Submitting transmittals to Consultants for approval
* Distribution of transmittals to the subcontractors
* Sending concrete cubes and steel bars to laboratory for testing
* Checking daily site production on site (blockwork, plastering, rendering, tiling etc.)
* Keeping drawing register for all subcontractors
* Making weekly and monthly reports for client.