# DOCUMENT CONTROLLER



**DEEPU**

 Email:- deepu.382865@2freemail.com

# Objective

To work in a prestigious organization and to do my best in the interest of the organizationupholding its principles and priorities and working with the colleagues as a team with team Spirit, determination and devotion.

# Academic Qualification

* Bachelor of commerce from Mahatma Gandhi University Kottayam,1999-2002
* Pre -Degree from Mahatma Gandhi University Kottayam, 1997-1999
* SSLC from Board of public examination Kerala 1996-1997

# Technical Qualification

* ASNT Level II in Radiography Testing
* ASNT Level II in Liquid Penetrate Testing
* ASNT Level II in Magnetic Particle Testing
* ASNT Level II in Ultrasonic Testing

# Computer Skills : MS Office, Tally 5.4, 8.1

# EXPERIENCE SUMMARY: Total 10+ Years

**1. Aug - 2012 to Aug- 2016**

**Company**  : ***S.K Engineering & Construction, Al Jubail, Saudi Arabia.***

 **Position**: ***QC Document Controller***

**Client :Saudi Aramco**

**Project**: **Wasit Gas Program (Package 1, 3 & 4)**

# Duties and Responsibilities

* Receive all drawings from Head office and timely submitting to Client and subcontractor for all three packages
* Attending voluminous copying prior to site distribution
* Distribution of latest IFC drawings to concerned Engineers, QC Inspections and Keeping hardy copy for records
* Updating all Document Correspondences into Electronic Data Management System
* Ensure proper storage of documents in both electronic and hard copy formats.
* Using document numbering system for maintaining the documents
* Hands on experience in identifying, sorting of engineering documents & drawings
* Prepares Documents Transmittal to client and subcontractor
* Initiating the RFI’s to Aramco system (QMIS).
* Preparation of two weeks looks ahead inspection schedule.

**2.June- 2010 to July- 2012**

**Company**  **:*Nagarjuna Oil Corporation Ltd, Cuddalore, Tamil Nadu, India***

**Position** :***Document Controller***

**Project : *Nagarjuna Oil Refinery Project***

# Duties and Responsibilities

* Maintaining documentation logs for incoming and outgoing records
* Preparing & Re-arranging of all drawings, vendor documents, IOM
* Updating all Document Correspondences into Electronic Data Management System
* Coordinate with equipment package preparation
* Maintaining Work Folders discipline wise
* Liaise with reprographic works
* Keep on maintaining of all documents as per document control matrix*.*
* Handling with Sub contractors documents (All incoming & Outgoing)
* Uploading & Downloading Documents, Drawings & Procedure through Share Point.

**3. *July- 2008 to Oct- 2009***

**Company**  **:*Nasser S Al Hajri Corporation, Al Jubail, Saudi Arabia***

**Position**  : ***QA/QC Document Controller***

**Project : S K Olefins Project**

**Client :Saudi Kayan (SABIC)**

# Duties and Responsibilities

* Receiving all revised Structure, Equipment & Piping Drawings from client.
* Issuing Structure, Equipment & Insulation Drawings
* Daily raising & submitting Application for Inspection (AFIs) for all disciplines
* Co-ordinate with Structure, Equipment, Civil (Grouting) & Insulation reports
* Co-ordinate with Civil department for civil release for foundation release for

 Structure & Equipment Disciplines

* Maintaining of Structure, Insulation, Equipment & Preservation reports
* Update reports into data base frequently.
* Preparation of Concrete compressive strength reports, field density test and attaching to original RFI’s.
* Preparation of Inspection packages for all equipment foundations and buildings.
* Maintaining preservation log and report for all Equipment’s.
* Co-ordinate with Client Auditing activities Maintaining all Records for Structural / Equipment / Refractory / Insulation Works
* Submission of quality reports to Client and Project Management.

**4. Sep*- 2007 to July- 2008***

**Company**  **:*Nasser S Al Hajri Corporation, Al Jubail, Saudi Arabia***

**Position** : ***QA/QC Document Controller***

**Project : I B N Zahr PP-III Project**

**Client :SABIC**

# Duties and Responsibilities

* Maintaining documents & records as per project requirement
* Welding data statistically analysis
* Compilation of all welding reports & inspection documents & handover to dossier preparation
* Co-ordinate with piping test package preparation
* Co-ordinate & prepare welding & NDT plan based on database
* Plan & raise AFIs for all Welding & NDT related activities,

 Viz.-RT, MT, PT, UT, PWHT, PMI, Preheating etc.

* Co-ordinate with day-to-day QA/QC Activities
* Keeping the latest updated Calibration Certificates.
* Activity involved in QA/QC Development Program
* Issuing all drawings as per site co-ordinates
* Receiving / Controlling / Distribution of Engineering drawings
* Prepare & Submit weekly welder progress report to client
* Maintaining & co-ordinate for all ERL,PRL,RT,MT,PT
* Co-ordinate with Client Auditing activities
* Updating Daily inspection activities / reports to QC Database
* Submission of quality reports to Client and Project Management
* Submission of Construction three weeks look ahead.

 **5. *2006 - 2007***

**Company :**Centurion Bank of Punjab Cochin,Kerala,

**Position**: Business Associate in General insurance wing

 **6. *2005 - 2006***

**Company :**Tata AIG Life Insurance, Cochin,Kerala,

**Position**: Document Controller cum Insurance Advisor

 **7. *2002 - 2003***

**Company :**Channel systems & services, Thiruvalla,Kerala,

**Position**: Accountant cum office secretary

# Personal Data

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| --- | --- | --- | --- |
| Date of birth | :25-04-1981 |  |  |
|  |  |  |  |
| Religion | :Hindu |  |  |
| Marital Status | :Married |  |  |
| Nationality | **:**Indian |  |  |
| Languages known | **:**English,Hindi, Malayalam&Tamil. |  |  |

# Passport Details

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|  |  |  |  |
| Place of issue | : 29-05-2013 |  |  |
| Date of expiry | : 28-05-2023 |  |  |
| Place of Issue | : Riyadh |  |  |
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|  |  |  |  |

**Declaration**

I hereby declare that all the information’s furnished above are true in the best of my knowledge

Place:

Date: ***Deepu***