

**CONTACT**



Email: [naresh-398248@gulfjobseeker.com](mailto:naresh-398248@gulfjobseeker.com)

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>







**SKILLS**



* Documentation and reporting
* Document control
* Documentation expertise
* Client documentation
* Reporting and documentation
* Software documentation
* Document management
* Document retrieval systems
* Contract documentation
* Evaluating documents
* Documentation management
* Documentation procedures expert
* Document filing
* Process documentation
* Project documentation
* Technical documentation
* Documentation and control
* Document review
* Documentation requirements
* Time management



**ADDITIONAL**



**INFORMATION**



PERSONAL DETAILS:



Date of Birth / Age : 23.05.1974 / 45 years



Nationality : Indian



Gender : Male



Languages Known : English, Hindi &

**Naresh**



**PROFESSIONAL SUMMARY**

Over 24 years' professional experience in the field of Construction Management, Engineering Consultancy, Project Management and retail sale. Proven record as Administrator / Document Controller / Site Secretary, show-casing high technical capabilities in all associated functions.



**WORK HISTORY**

* **July 2004 – Feb’20**
  + **Goodlass Nerolac Paints Limited – Nov. 1995 – June 2004**

|  |  |
| --- | --- |
| **Duration** | **Project / Work Site** |
|  |  |
| 2018 – Feb’20 | **Expo projects on going** |
|  |  |
| 2017-Feb’20 | **Mubadala - Khazna Data Centre Dubai & Abu** |
|  | **Dhabi - Pods 4, 5 & 6** |
|  |  |
| 2016-2018 | **DEWA/Siemens –** |
|  | Jebel Ali Power Station M-Extension |
|  | Jamex CIVIL CL 3.0, Roadworks |
|  |  |
| 2012-2016 | **Various projects for Emirates global aluminium** |
|  | **(EMAL)** like |
|  | EMAL CARBON AREA CONCRETE WORKS, |
|  | EMAL - AREA SUBSTATION BUILDINGS, |
|  | EMAL [CG-6258] CARBON AREA SERVICE |
|  | BUILDINGS, |
|  | EMAL [CG-5258] REDUCTION SERVICE BUILDINGS, |
|  | EMAL (RIO TINTO) - Alumina Handling System - Civil |
|  | Work & Concrete Works for Alumina Handling. |
|  |  |
| Sep’2010 onwards | Head Office – Laing O’Rourke handled various |
|  | project till award stage and after initial setup, |
|  | handed over to site but regular supervision and |
|  | audit prior BSI and inhouse quality audits. |
|  | The detail of some projects are as below: |
|  |  |
| Apr’2009 – Aug’2010 | PL21 & PL 56 Expansion Project @DUBAL |
|  |  |
| Mar’2007 – Mar’2009 | UP Town Motor City Area 1 |
|  |  |
| Oct’2005 – Feb’2007 | Burj Dubai Development & Old Town Commercial |
|  | Island (OTCI) |
|  |  |
| Jul’2004 – Sep’2005 | Ski Dubai & East Car Park at Mall of the Emirates |
|  |  |



**Designation - Senior Document Controller** - **07/2004 to Feb’2020**

**Dubai, United Arab Emirates**

**JOB Responsibilities:**

* Handling of Tenders (Correspondence/Distribution/setup folder structure on server)

Punjabi



Visa Status : Cancelled, can join immediately



Driving License : UAE LMV License issued from Dubai



Software/working environment : Advance Excel, MS Visio, Time Management, IOSH, Primavera, Acconex, Asite, PMWEB, Sharefile



•Follow-up meetings with Clients

* Submission and hand-over of tender documents to site team upon project awarded to the Company
* Frequent inspection of sites to see if company's documentation policies and procedures are in place
* Pre-audit of documentation procedures to ensure ZERO NCR audit by internal / external auditors like BSI.
* Controlling Project Documents according to the procedure and documentation requirements specified in Quality Management Systems under ISO 9001:2000, to perform their assigned task in a professional and quality manner.
* Creation & Implementation of reporting system that enhanced productivity and time management
* Management of the company's EDMS. Setup and implementation of company's documentation electronically & Online. Also providing user access, trainings, orientations and attending to employees' queries & Creation of New Users and necessary access as per Project Leader's Instruction in Acconex/Primavera.
* Create and develop relevant documentation procedures, Local Work

Instructions, user guidelines and/or Document Flowcharts or Workflows for proper handling of Technical and Non-Technical Documents. Also provide assistance to other sections and departments concerning documentation issues (e.g. proper control, monitoring, tracking and safekeeping of technical documents used in the project). Preparation of Inter-Office-Memos (IOM) and correspondences to concerned Subcontractors related to documentation.

* Supervision of the daily operation which includes proper distribution/delegation of work responsibilities within the team members. This also includes conducting of training and orientation of every member of

the group in relation to their respective roles and responsibilities.

* Issue project deliverables to Client in the required format and adequate number of copies. This includes compilation into project dossiers and required handover documents. Also on daily basis Monitoring, Preparation, Submission and follow-up of Documents, Samples related to project to Client/Consultants for their approval. Routing/distributing of documents as per company procedure & requirement in Expedition/Acconex System & as per the project document distribution matrix.
* Implement standard procedures for receiving, dispatching, distributing & filing of documents being handled in the section & Guidance and monitoring of Document Controllers, clerks, and data entry operators duties such as document distribution, data entry into EDMS, scanning, filling, photocopying, and status updating in Project “Electronic Data Management System”
* Have introduced a latest numbering system in handling of shop drawings enabling easy reference of submission to Consultant, approval status, resubmission, distribution (to related departments/sections) etc. and to ensure that the latest revisions and approval status of drawings is kept updated continuously.
* Handling an informative system of matrix for distribution of project correspondence, Inspection Requests, shop drawings, Engineer's comments/approvals on site clarifications, work notifications, document submittals, material submittals, area of access handovers, etc. etc…. developed by the project management.
* Maintaining a standard system of project filing (both manual and computerized), enabling easy reference of all project letters/documents instantly & Conducts training of personnel to ensure that approved Document Control Procedure is upheld.
* Updating, reviewing, compiling and preparing reports/statements of incoming/outgoing correspondence, all types of documents including Subcontractor approvals, Material approvals etc. and submitting to the top management as and when required.
* Preparing and produces weekly/monthly reports and status to the management meeting
* Maintain close coordination with QA/QC Department in conducting audits to our respective subcontractors concerning the implementation of filing, tracking, safekeeping, recording and archiving of construction/technical documents as per approved project procedures.
* Monitoring, Updating, reviewing, compiling and preparing reports/statements of incoming / outgoing correspondence, all types of documents including Subcontractor approvals, material approvals etc. and submitting to the top management as and when required in Primavera (Ver 10.5) & MS Office.

**Site Administrator - 11/1995 to 06/2004**

**Goodlass Nerolac Paint Limited - chandigarh, India**

* Independently handled the branch operations, including Inventory, Store, Bank operations, cash, dealers' accounts and administrative jobs like liaising with Government departments like Sales Tax, Excise and Labour.
* Worked under SAP Environment [SD Module]
* Managed all kinds of documents related to the Branch operations as per ISO standards.
* Weekly/Monthly reporting to Regional Office/Head Office.



**EDUCATION**

**GCSE** : 1994

**Kurukshetra University** - Kurukshetra

Graduation with Math & Economics

**Technical** - Diploma in Computer Applications from Hartron, Chandigarh in 1995

**On Job Training** - Advance Excel, MS Visio, Time Management, IOSH, Primavera,Acconex, Asite, PMWEB, Sharefile