



Document Controller (Interior Fit Out Experienced)

CAREER OBJECTIVE

More than 10 Years work Experience as a document controller / Secretary. Completed various big projects... Able to work under pressure and coordinate with a team and providing information to clients and acting liaison between departments

EDUCATIONAL PROFILE

Academic Qualification:

- S.S.L.C Département of Éducatons, Kerala State
- Pre-Degree, Calicut University, Calicut, Kerala

Technical Qualifications:

- One Year Diploma in Computer Applications from Sigma Institute of Engineering Technology at Vatanapilly, Trissur
- English Typewriting Higher Proficiency (Passed 50WPM) from Maharashtra State Council of Examinations, Mumbai

Professional Qualification:

- Passed Diploma in Fire and Safety with First Class from Annamalai University, Tamil Nadu, (Fire Engineering, Industrial Safety, Safety in Construction Activities& Occupational Health and Environment)

Other Safety Accreditations

- Certificate awarded on Managing Safety approved and validated by the Institution of Occupational Safety and Health(IOSH)

COMPUTER KNOWLEDGE

- Windows, Word, Excel, Power Point, Aconex,
- dBase, Foxpro, Pagemaker, Photoshop
- Internet, Outlook

CARRIER SUMMARY &KEY SKILLS

Over 10 years of extensive overseas experience in construction industries Civil &Mechanical activities in Water Transmission Pipelines, D e s a l i n a t i o n P l a n t , Tanks, Sewerage Systems and Construction of Substation Buildings , Multistory buildings and Villa projects.

- Self-Correspondence & Proficient in Computer
- Preparation of NOC's from various Government facilities
- Ability to Handling Document Management Software and online project Management System.(Aconex)
- Preparing Contract Documents

- Preparing Quotation, LOI and Purchase Order
- Material Procurement and follow-ups
- Preparation of Document / Drawing transmittals
- Preparing Daily, Weekly and Monthly project progress reports
- Preparing Minutes of Meeting
- Preparing Site Circulars
- Preparing RFI, Inspection Request(IR) and Materials Inspection Request(MIR) and Material Submittals

Work Experience

Presently working with M/s. Interior Fit Out Industries as a Document Controller cum Store keeper , Sharjah Since 01/04/2023 to till date ;

Handling various correspondence,
 Project Consumption Report,
 Assisting HR Department
 Monitoring Employees Welfare,
 Daily Attendance & Monthly Time sheet preparation
 Petty cash Handling,
 Monitoring incoming and outgoing materials.
 DO and Invoicing submitting to HR,
 Preparing Material Request

Worked with M/s. Al Sabah International Contracting Co. LLC as a Document Controller since 19/02/2018 to till 25/05/2020 date for their 397 Villa Projects, at Dubai

Project : 400 Villa Projects
 Contractor : M/s. Bhatia General Contracting LLC
 Consultant : Khatib & Alami Consolidated Engineers
 Client : Govt. Project

- Preparation of various projects correspondences
- Co-coordinating with Site and HO
- Preparation of Minutes of Meeting
- Preparation of quotations for material procurement
- Preparation of circulation for sites
- Preparation of Inspection Request, MIR, & Material Submittals
- Material Procurement and follow-ups
- Preparation of timesheet

Worked with M/s. Essa Engineering Co. LLC as a Projects Secretary from 11/02/2013 to 11/05/2015 (FEWA / DEWA Projects).

- Preparation of various projects correspondences
- Preparation of NOC's from various Government facilities
- Handling Incoming and outgoing correspondence for projects
- Co-coordinating with Site and HO
- Preparation of Minutes of Meeting
- Preparation of Invoices
- Preparation of quotations for material procurement
- Preparation of circulation for sites
- Preparation of Contract Documents
- Preparation of site circulars

Worked with **M/s. Al Husam General Contracting Co. , Abudhabi** as a Document Controller since 2006 to February, 2013

Projects : Central Market Redevelopment Project
Contractor : ACC
Consultant :Atkins of
Client :Al Dar Properties

- Self-correspondence
- Maintaining Drawings updations
- Handling Incoming and outgoing correspondence
- Co-coordinating with Site and HO for Site Mobilization and Submittals
- Material procurement and follow-ups
- Manpower Management & Payroll preparation
- Making daily Reports

Projects : Primary ETS Rooms for Al Muneera / Al Zeina
Contractor :Turner International, Dubai
Consultant :Aecom
Client :Al Dar Properties

- Maintaining Drawings updation and distribution
- Handling Incoming and outgoing correspondence
- Co-ordination with site and Head office
- Preparing RFI , and Test Packs other QC Documentations
- Material procurement and followups
- Payroll preparation
- Making daily, weekly and monthly project progress reports
- Petty cash handling
- Responsible for Document Management Software (Aconex) Sending &Receiving

Projects : (EMAL) Emirates Aluminium Project
Contractor :Autotec, Germany
Consultant :SNC Lavelin and Worleyparsons
Duration : From June, 2009 to 05, May, 2010

Duties and Responsibilities

- Maintaining Drawings updation and distribution
- Handling Incoming and outgoing correspondence
- Co-ordination with site and Head office
- Manpower Management
- Payroll preparation
- Making daily, weekly and monthly project progress reports

Projects : Jebel Ali Power and Desalination Plant L2 Station Project
Contractor :Fisialimpianti, Dubai
Consultant : Dubai Electricity and Water Authority
Client :Lahmeyer International
Duration : from 06th September, 2006 to 31-05-2009.

Duties and Responsibilities

- Maintaining Drawings updation and distribution
- Handling Incoming and outgoing correspondence
- Co-ordination with site and Head office

- Preparing |Local Purchase order, LOI etc.
- Manpower Management
- Payroll preparation
- Making daily, weekly and monthly project progress reports
- Petty cash handling

LINGUISTIC SKILLS

PERSONAL PROFILE

- Date of Birth : 31-05-1968
- Marital Status : Married
- Nationality : Indian
- Passport Number : P 3994680 valid upto 01/08 2026
- Current residence : Sharaf D G, Dubai
- Visa Type : Visa valid upto 15/10/2023
- Salary exp. : AED 5500