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| **RESUME** | |
| Name :AJITH  Email :ajith.91785@2freemail.com  C/o- : +971505891826 | |
| Position :**DOCUMENT CONTROL MANAGER** | |
| Professional qualifications | Bachelor Degree in Computer Science-1996, BharathiarUniversity, Coimbatore,India. |
| Profile Summary | Having 20years of experience in Document Control using Electronic Data Management System (EDMS) in Oil and Gas Industry with 8 years as Document Control Manager.  Setting up DCC for the newly awarded projects with implementation of Electronic Data Management System (EDMS) and proper documents/drawings numbering and coding system as per company’s established Quality Management System (QMS)  I am presently working with Petrofac International, UAE. |
| Technical Skill | Excellent understanding of EDMS; Domino 6.1, Lotus Notes 7.0, VPRM, Documentum, MS Office.  Proven expertise of Onshore Projects from setting up DCC till hand over.  Through knowledge of Multi-disciplines activities. |
| Supervisory Skill | Set-up Document controls department.  Establishing project specific Document Control Procedure  Maintain and accurately update information in the electronic document management systemand supports the management of documentation across the project teams  Prepare and submit regular DCC Reports to the Project Director, Design Manager, Project Control Manager and Site Supervision Manager  Coordinate the activities of Document Control, including distribution of documents, tracking and reporting on document review progress Work independently to facilitate group activities  Coordinate with concerned parties i.e. contractors, consultants, project managers, client, etc. on matters concerning problems in documents submittal i.e. Document Number, Revision, Document Status, etc. and make action on the direction of the Project Director.  Maintain and update different logs.  Assist and guide project team in the utilization of the electronic data management system and document management process  Chase a timely project close-out with as-built drawings and final vendor documents in required formats uploaded in the DC system |

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| Major Clients worked with | Sonatrach,Qatar Petroleum, PDO |
| Country Visited | UAE, Oman, Algeria. |

Work History

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| **Petrofac E&C International Ltd, UAE**  **Document Control Manager**  Period – Apr 2014 to till date  Project: REGGANE , Algeria  Central Processing Facilities (CPF) for gas gathering system connecting widely dispersed wellsto a CentralProcessing Facility where the gas will be processed to sales specification.  Client: Sonatrach, Project Value: USD 1000 Million  **Petrofac E&C International Ltd, UAE**  **Document Control Manager**  Period – Apr 2009 to 2014  Project: EL-MERK, Algeria  Central Processing Facilities (CPF) Hydrocarbons, off sites fluid gathering and gas / water injection systems, Oil – Condensate - LPG, infrastructure,  Client: Sonatrach, Project Value: USD 2,250 Million  **CB & I, UAE**  Senior Document Controller  Period – Jan 2008 to Mar 2009  Project:Shell GTL Pearl Project-Qatar (Tankage Contract), tankage area of the GTL plant, including 38 product/export tanks, associated pumps, piping, electrical and instrumentation works.  Client : Qatar Petroleum, Project Value : 500 Million. |
| **TR Engineering, Muscat, Oman**  Senior Document Controller  Period – December 2005 to November 2007  Project : Occidental petroleum for their Mukhaizna project which is a heavy oil field in the south of Oman currently producing crude under cold production.  Client :Oxydental Petroleum / PDO |
| **Reliance Petroleum, India**  Document Controller  Period – August 1996 to November 2005.  Project :Reliance Refinery at Jamnagar, Telecommunication infrastructure for the Karnataka state, India |
| |  |  |  | | --- | --- | --- | | Personnel information | Date of birth: 28 January 1970 |  | | Passport Details:  Validity up to : 26 April 2024 |  | | Marital Status: Married and having two children. | Language : English, Hindi | | Holding Valid UAE Driving License | |  | | |