**Email:** [**saju.cs07@gmail.com**](mailto:saju.cs07@gmail.com)**; Cell: +971 558079219**



|  |  |  |
| --- | --- | --- |
| **Proposed Position** |  | **document controller** |
| **Personal Data**  ***Name***  ***Date of Birth***  ***Nationality***  ***Civil status*** |  | **saju cleetus**  **10.04.1983**  **indian**  **Married** |
| **Education** |  | University of Kerala  Master of Political Science 2006  Diploma in Information Technology 2003 |
| **languages** |  | English, Hindi, Malayalam & Tamil Reading, writing & speaking |
| **Geographical Experience** |  | UAE, Guinea (West Africa), India & Qatar |
| AREAS OF EXPERTISEKEY SKILLSCOMPUTER SKILLSSOFTWARE SKILLSPersonal SKILLS |  | * Electronic Documentation * Administration * Interdepartmental liaison * Team Working * I.T. Computer literacy * Working to strict deadlines. * Problem Solving * Office Management * Records Management * Spreadsheets/Reports * Front Desk Reception * Executive Support * MS Word * MS Excel * MS PowerPoint * MS Outlook * MS Publisher * Primavera Expedition * J PLUSP * Strong will & desire to succeed. * Good grasping power. * Ability to deal with different types of clients. * Ability to adopt myself in different environment. |
| Career Highlights **Oct 2014 – Till Now**  **Tanzifco Emirates LLC,**  **Dubai, UAE**  **Document Controller** Project NameProject Name ***July 2011 – Nov 2014***  ***Gulf Contracting Co.***  ***Qatar***  ***Sr.Document Controller*** Key DUTIES ***Project Name***  ***Jan 2011 – Apr 2011***  ***Odebrecht Construction***  ***Guinea (West Africa)***  ***Document Controller*** Key DUTIES |  | **Experience Summary**  **Project Description**: Working with CFM Facility Management, a subsidiary of Tanzifco Emirates, UAE as Document Controller (from 26th October 2014 – till now).  ***Responsibilities/Tasks:*** Assist QHSE Manager for all Project Documentation works  **Barzan Onshore EPC Project**  **Project Description:** The EPC Project involves Design, Construction & Completion of 25 Buildings in Process & Non-process Zones; site area 2.30 km X 1.40km.  ***Main Features***   * *Total Built up area including transformer yards is 40,000m2.* * *Total quantity involved for concrete29789m3, rebar 3064.04 MT, access flooring 3312m2, false ceiling 11048m2.* * *This project includes Blast resistant construction with RC peripheral shell & protected openings w/Blast proof valves.* * *Specialist services and co-ordination required for GIS, Switchgear Equipments, Lab equipments & Canteen-Kitchen equipments etc.* * *MEP works include chillers of net capacity 2463 tonnes,fire detection, protection systems including connectivity to control building.* * Designed & Build Contract By Gulf Contracting Company. * Client: M/s. JGC Corporation (RasGas Company). * Project Cost: *QR 276.64 Million* * Duration: Since’ July 2011   **Responsibilities/Tasks:** Assisting Design Manager for all Project Documentation works. Prepares all submittals through J-PLUSP software for Client’s approval and follow up revisions & suggestions.   * Downloading & uploading all submittals from J-PLUSP software. * Responsible for establishing and maintain accurate files for incoming and outgoing documents. * Handling of RLIC drawings & Building permits. * Prepares all submittals through J-PLUSP for Client’s approval and follow up revisions & suggestions. * Preparing Status of Submittals, Design Overview, Delay Overdue & Drawing submission status register. * Developing and maintaining electronic and hard copy for documentation system for easy access and control. * Handling of construction drawings, shop drawings and other Documents for the Projects. * Maintaining all the records related to prequalification, Tendering, Transmittal, Shop-Drawing, Material Submittal, Method Statement, RFI, and CVI & NCR Closure. * Prepares transmittal for drawings and material submittal for approval. * Prepare and maintain logs of documents and submittals for weekly and monthly reports and meetings. * Liaising with different internal departments of the company (Design, QA/QC, Planning, Commercial and HSE) as well as sub-contractor & supplier thus acting as a bridge of communication. * Ensure proper implementation of the company quality policy & procedure to Document managing.   **Simandou Project**  **Project Description**: Worked with Odebrecht Construction as Document Controller (from 25th January 2011 – 19th April 2011) of the Simandou project at Guinea, West Africa.  ***Responsibilities/Tasks:*** Assist Project Manager and IT Coordinator for all Project Documentation works.   * Day to day Document Controls works including, Correspondence, submittals, Scanning, uploading & retrieving documents, managing document flow, approvals & revisions and managing hard copy document library & archives. * Ensure documents are numbered, filed and made accessible as appropriate and keeping registers. * Ensure proper implementation of the company quality policy & procedure to Document managing. |
| Project Name ***June 2008 – Jan 2010***  ***Al Naboodah Cont.***  ***Dubai, UAE*** Document Controller  Key DUTIESProject Name ***April 2005– June 2007***  ***UB Engineering***  ***New Delhi, India***  ***Document Controller*** |  | **Al Barari Villa’s Project**  **Project Description:** Worked as Document Controller (from 8th June 2008 – 6th January 2011) of the most prestigious project Al Barari Development Phase - I Villas at Global Village, Dubai having 305 no’s Luxurious Villas with all recreational facilities including swimming pool, Landscaping, Infrastructure and High class finishes.   * Designed & Build Contract By Al Naboodah Contracting   Company (Building Division)   * Client: M/s. Abwab Real Estate. * Consultants: M/s. Arif & Bintok. * Value of Project AED. 1,626,535,000.00.   ***Responsibilities/Tasks:*** Assist the Project Coordinator and Design Manager in his duties in line with the requirements of the project and company   * Responsible for establishing and maintain accurate files for incoming and outgoing documents. * Developing and maintaining electronic and hard copy for documentation system for easy access and control. * Handling of Dubai Municipality drawings, Building permits &   Demarcation certificates.   * Prepares all submittals through Primavera Expedition   (Professional) for Consultant’s & Client’s approval and follow up revisions & suggestions.   * Ensure that register of all documents and submittals are maintained. * Allocate/control correspondence numbers in accordance with project quality procedure. * Expedite the review and approval of documentation. * Supervise and record document flow to and from all necessary parties, including clients and sub-contractors. * Ensure handover documentation is available and in an orderly state for the handover to the client. * Prepare and maintain logs of documents and submittals for weekly and monthly reports and meetings. * Ensure that superseded drawings are stamped/marked and not incorporated in the controlled copy. * Liaising with different internal departments of the company (QA/QC, Design, Planning, Commercial and HSE) as well as sub-contractor & supplier thus acting as a bridge of communication. * Ensure proper implementation of the company quality policy & procedure to Document managing.   Assist Managing Director of the company for all Office Documentation & Secretarial Works. |
| **Employers** |  | ***Tanzifco emirates llc***  ***GULF CONTRACTING CO. WLL, QATAR***  ***AL NABOODAH CONTRACTING LLC, DUBAI***  ***ODEBRECHT CONSTRUCTION, GUINEA,WEST AFRICA***  ***UB ENGINEERING, NEW DELHI*** |
|  |  |  |
|  |  |  |