**Email:** **saju.cs07@gmail.com****; Cell: +971 558079219**



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| **Proposed Position** |  | **document controller**  |
| **Personal Data** ***Name*** ***Date of Birth******Nationality******Civil status*** |  | **saju cleetus****10.04.1983** **indian****Married** |
| **Education** |  | University of KeralaMaster 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.
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| Career Highlights**Oct 2014 – Till Now****Tanzifco Emirates LLC,** **Dubai, UAE****Document Controller**Project Name Project 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.
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| 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*** |
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