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Mobile: **+971-557985386**

E-mail: **danshynet@gmail.com**

GCI [Group Consult International]

P.O Box:12913 -Dubai - U.A.E

SHYAM JOB

<http://www.shyamjob.yolasite.com>

Designation : Lead Document Controller / Project Administrator

Duration : 08thFebruary 2016 to date – Group Consult International.

Project : Boulevard Heights – Downtown – Dubai] Client: EMAAR Properties.

Job Profile

- Control of all the Office Administration activities.
- Leading the development and implementation of document and information management lifecycle.
- Quality & compliance checks on documents, establishing and managing the filing and organisation of documents (both electronic (register) and / or hardcopies).
- Preparation of various forms and templates in line with the project requirements. Establishing numbering system and identification of documents.
- Managing the distribution of documents internally and externally along with management of user accounts.
- Provide training for all the contractor's staff and other key stakeholders, regarding the project activities and the documentation process.
- Assist project teams during internal or external audits of the project and document management system, and ensuring compliance.
- Be a part of key person in the business functionality to advise the management in all office related day to day business.
- Maintain the office inventory and conduct the office orientation training program.
- Preparing the salary sheets and Performance Appraisal reports of the staff.
- Respond to queries from the Client, Contractors and Public about the project.
- Prepare reports for the various presentation in MS Excel and in Power point.
- Helping in the selection process of the staff.
- Progress reporting on the documents status / maintaining KPIs (Key Performance Indicators).



PREVIOUS JOB EXPERIENCE - UAE:



Designation : Document Controller [Aconex]

Duration : 07th May -2015 – 04th February -2016 – **BAM International**.

Project : (Phase -02 - HAZZA BIN ZAYED STADIUM – Al Ain)

: **Client:** AAFAQ Holding and **Consultant:** EC Harries

Job Profile

- Control all the QA/QC Documentation through Aconex (Material Submittals, Method Statements, Work Inspection Request, Work Clearance Request, Non Conformity Reports, RFI, Shop Drawings, Site Inspection Request, Minutes of Meeting.)
- Prepare various reports and responds to requests from the Client, Contractors and Public about the project.
- Prepare the documents and maintain tracking records for Estidama activities.

PREVIOUS JOB EXPERIENCE - QATAR:



Designation : Document Controller[Aconex Organization Administrator]

Duration :24th February-2012 to 07th May -2015- Al-Huda Engineering Work

Project Details :(*Construction of Supreme Education Council Head Quarters Building*)

:**Client:** ASTAD, **Consultant:** KEO, **Designer:** ATKINS

JOB PROFILE :

- Performed all the Aconex Organization duties for the project.
- Prepare the documents as per the consultant's (KEO) Client's (ASTAD) requirements.
- Upload, supersede and transmit all the engineering documents through workflow.
- Terminate the work flow in ACONEX and make the status of the document as "no longer in use".
- Experienced in Bulk processing, mark-up tools, create workflow templates and provide training in various fields of ACONEX
- Adding a new user in ACONEX and provide the basic training. Setting the access securities for the users. Disabling the users, once they are no longer part of the project / organization.

TRAINED IN

- Basic First Aid & CPR (Venture Gulf Training Centre) Exp: Date: 15/Oct/2017
- Basic Fire Warden (Venture Gulf Training Centre) Exp: Date: 18/Oct/2017

QUALIFICATION:

Educational : 1992-1995 Kerala University Alleppey – Kerala - India
Bachelor Degree in Commerce (B.Com)

Technical : (1) 1995-1997 Bharath Sevak Samaj Alleppey – Kerala - India
Post Graduate Diploma In Computer Application (PGDCA)
: (2)1993 Government Technical Examination- Govt: of Kerala
Typewriting English (lower)

COMPUTER LITERACY : Aconex, Unifier, MS Office (Word, Excel, PowerPoint, Outlook),
Office Publisher, Create Web site in Yola free site and
The basics of computer hardware

Reference:

1. Mr. Theo Souris -Senior Project Manager - theo.souris@arcadis.com +971543057384
2. Mr. Ravi Kiran –Unifier Consultant – Rmaganti.vculum@emaar.ae +971 526361556

PERSONAL DETAILS:

Date of birth : 29th May, 1975
Marital status : Married (11/12/2005)
Name of the father : Late: Mr. Job Sebastian
Father's occupation : Rtd. JWO Junior Warrant Officer – Indian Air Force
: Rtd. Bank Employee (State Bank of Travancore)
Languages known : English, Hindi & Malayalam
Permanent Address : Karikkampallyil, Sea -View ward, Alleppey-Kerala
India, Pin- 688012
Hobbies : Badminton, Chess, Cycling, Swimming,
Photography and Travelling.

Passport Details :

Passport No : G 8181597
Nationality : Indian
Place of issue : Male' - Maldives
Date of issue : 26/03/2008
Date of expiry : 25/03/2018

KNOWLEDGE IN ACONEX:

DOCUMENT RELATED

- Upload the documents by using the single file upload, multi file upload and bulk process
- Create a document upload profile
- Create the workflow templates and terminate the work flow
- Transmit and updated documents by using an auto update transmittal
- Edit or delete shared saved searches and extract various reports
- Restore the previous version of a document
- Download multiple files with zip download and the mark ups.

CONFIGURE DOCUMENT STATURE

- Configure document types and the document status.
- Set up the document fields
- Review and edit the Attributes list
- Review and edit the Discipline list
- Make document attributes mandatory
- Creating a document auto-numbering scheme
- Mark the document number as no longer in use

ADMINISTRATIVE LEVEL

- Create a new user for the organization
- Reset the password for a user in the organization
- Hide a user from the global directory and Disable a user account
- Use Divisions to manage groups of users in the organization
- User Access Control to restrict users' access to documents
- Create a project-specific user role for the organization and edit the user role
- Add or remove someone from a project-specific user role
- Set the organization code for the organization
- Prevent users in the organization from creating mail or superseding documents
- Set the default auto-text template and auto signature for a mail type
- Configure mail approval rules
- Create and manage placeholder
- Prepare the Project configuration document
- Add another person to the Org Admin role