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# **SHYAM JOB**

## http://www.shyamjob.yolasite.com

- **Designation** : Lead Document Controller / Project Administrator
- **Duration** : 08<sup>th</sup>February 2016 to date **Group Consult International**.



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

### <u> Job Profile</u>

- 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]

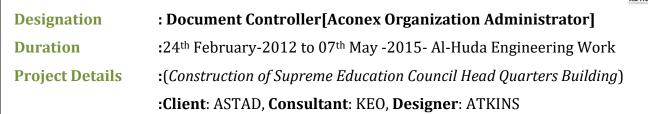
Duration: 07th May -2015 – 04th February -2016 – BAM International.Project: (Phase -02 - HAZZA BIN ZAYED STADIUM – ALAin)

: Client: AAFAQ Holding and Consultant: EC Harries

#### <u>Iob Profile</u>

- 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:



#### **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

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<b>QUALIFICATION:</b> Educational :	1992-1995	Kerala University Alleppey – Kerala - India
	Bachelor D	egree in Commerce (B.Com)
Technical :	(1) 1995-19	997 Bharath Sevak Samaj Alleppey – Kerala - India
	Post Gradu	ate Diploma In Computer Application (PGDCA)
	(2)1993 Government Technical Examination- Govt: of Kerala	
	Typewritin	ng English (lower)
<u>Computer Literacy</u> :	Aconex, Uni	ifier, MS Office (Word, Excel, PowerPoint, Outlook),
	Office Publisher, Create Web site in Yola free site and	
	The basics o	of computer hardware
Reference:	Project Man	ager - <u>theo.souris@arcadis.com</u> +971543057384
2. Mr. Ravi Kiran –Unifier	Consultant –	<u>Rmaganti.vculum@emaar.ae</u> +971 526361556
PERSONAL DETAILS:		
Date of birth	:	29 <sup>th</sup> May, 1975
Marital status	:	Married (11/12/2005)
Name of the father	:	Late: Mr. Job Sebastian
Name of the father Father's occupation	:	Late: Mr. Job Sebastian Rtd. JWO Junior Warrant Officer – Indian Air Force
	:	
	-	Rtd. JWO Junior Warrant Officer – Indian Air Force
Father's occupation	-	Rtd. JWO Junior Warrant Officer – Indian Air Force Rtd. Bank Employee (State Bank of Travancore)
Father's occupation Languages known	:	Rtd. JWO Junior Warrant Officer – Indian Air Force Rtd. Bank Employee (State Bank of Travancore) English, Hindi & Malayalam
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Father's occupation Languages known Permanent Address	:	Rtd. JWO Junior Warrant Officer – Indian Air Force Rtd. Bank Employee (State Bank of Travancore) English, Hindi & Malayalam Karikkampallyil, Sea -View ward, Alleppey-Kerala India, Pin- 688012
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Father's occupation Languages known Permanent Address Hobbies Passport Details : Passport No	:	<ul> <li>Rtd. JWO Junior Warrant Officer – Indian Air Force</li> <li>Rtd. Bank Employee (State Bank of Travancore)</li> <li>English, Hindi &amp; Malayalam</li> <li>Karikkampallyil, Sea -View ward, Alleppey-Kerala</li> <li>India, Pin- 688012</li> <li>Badminton, Chess, Cycling, Swimming,</li> <li>Photography and Travelling.</li> </ul>
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#### 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