

CURRICULUM VITAE

MANIKANDAN PACKRISAMY

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Manama – Kingdom of Bahrain



Professional Summary:

Motivated Document Controller with over 8+years of organizational expertise. Exceptional at providing services in the area of operations documentation management including 4+years of experience in Site administration at Oil and Gas, Power Transmission, High Rise Building and Airport expansion projects.

CAREER SUMMARY

Sept 2017 to Jan 2021	: Sr.Document Controller , Nass Contracting, Bahrain
Jan 2013 to May 2017	: Document Controller , Gulf Contracting Company, Doha Qatar
2008 July to Dec 2012	: Site Administrator , Gulf Contracting Company, Doha Qatar
June 2006 to May 2008	: Account Clerk, Pathy & Company Constructions – Chennai, India

Job Purpose:

As a Document control to Ensure Document Management consistency across all Projects, thoroughly, maintaining control and traceability of the documentation from Project initiation throughout completion.

Responsibilities:

- Implement and maintain document control Procedures and policies as per ISO standard
- Receiving and registering client-provided documents for detailed engineering or construction engineering, including in-house generated document.
- Controlled and issuance of document numbers, including maintenance of proper documentation and registering of all documents up to date without delay for easy tracking.
- Maintain specifically assigned project databases for organization.
- Ensured proper document classification, sorting, filing and proper archiving.
- Reviewed completeness of documentation and prepared document transmittals.
- Prepared and maintained IFC and As-built drawings for detail engineering or construction engineering project, either for in-house use or for onward transmittal to clients during project closeout.
- Performed document quality check in accordance with company engineering document control procedures.
- Quality check documents, drawings, and transmittals for correct titles, revisions, and document number and revision submitted by suppliers/subcontractors, and engineers.
- Preparing various documents for the Project Engineer/team.
- Establish and maintain the Master Document Register in cooperation with the Project team

- Ensure Document Management accordingly to established procedures or standards (document numbering, formats, issuance, review, dispatch, recording and archiving)
- Process incoming documentation (registration in the DMS, internal distribution, archiving)
- Process outgoing documentation (transmit to Client and Suppliers/3rd parties)
- Makes sure that controlled copies of latest approved documents and drawings are distributed internally and externally (Clients and Suppliers)
- Ensure control and coordination of projects documentation and data
- Ensure all drawings/documentation are correctly identified, distributed and filed/stored
- General document control activities such as photocopying, scanning, analysis of suppliers documents compliance with Project standards regarding numbering and all others aspect related to document quality.
- Assistance in the preparation collation and issue of reports and registers as may be required
- Communicate and liaise with Project Teams, Suppliers/3rd parties to agree standards, systems, efficient flow of documentation, handover and close-out of Project activity to ensure consistency in document control as required

Areas of Expertise in Document Management System.

- ❖ Scenario Document Management system for Liwan Mixed Use development project - Bahrain
- ❖ DocuMule (Document Management System for GAMA) Alba Expansion Power station (1800 MW) - Bahrain
- ❖ CrestDocs (Document Management System for Nass Contracting) - Bahrain
- ❖ MS Office, MS Visio, Tally 9.0
- ❖ Document management and Archiving
- ❖ Worked in COINS ERP system for all the project activities (procurement, Payroll, Costing)-Qatar
- ❖ Worked in J-PlusP document control system (used for Japan Gas Corporation project-Qatar)
- ❖ Aconex document control management system (used for Airport projects, high rise building projects, and power station projects - Qatar)
- ❖ EDMS management system (used for Qatar power distribution projects)

Summary of Work Experience:

Projects in Bahrain

NASS CONTRACTING COMPANY, BAHRAIN

Document Controller – From September 2017 to January 2021

Project: Liwan Mixed Use Development Project, Hamala -Bahrain.

- ❖ Client – Seef Properties,
- ❖ Consultant –Pace Engineering & Architectures

Project: Alba Port Capacity Upgrade Marine (Silos Construction Alumina & Coke)

- ❖ Client: Aluminium Bahrain B.S.C. (ALBA),
- ❖ Main Contractor: FATA EPC (A Group of Deniel)
- ❖ Consultant: Reel Alesa and KHome

Project: 1800 MW Combined Cycle Power Plant 05

- ❖ Client: Aluminium Bahrain B.S.C. (ALBA)
- ❖ Main Contractor: GAMA Power systems (EPC)

Projects in Doha-Qatar

Gulf Contracting Co. W.L.L.(ISO:9001) Joint venture with INTERSERVE (U.K) Groups Doha – Qatar
From July 2008 – May 2017
Document Controller / Site Administrator

Project: Hamad International Airport Expansion Project, Doha -Qatar.

- ❖ Client – Qatar Airways
- ❖ Consultant –Bechtel Engineering

Project: Barzan Onshore Project, Doha -Qatar.

- ❖ Client – Japan Gas Corporation (EPC)
- ❖ Design Consultant – Qatar Engineering Associates

Project: United Tower Pearl Qatar, Doha.

- ❖ Client – Darwish Engineering
- ❖ Design Consultant – Arab Engineering Bureau

Site Administrator/Document Controller:

- Providing high-level administrative and secretarial support involving efficient handling of top & confidential correspondence, management of document flow, screening telephone call, attending visitors & directing various queries to relevant departments.
- Assist the site manager and project managers in tracking analysis and forecasting of ongoing projects
Assist in invoicing and gathering of all required documents required by the customer for payment
Ensure contract extras are tracked and billed
- Maintain filing system for contract documents in accordance with auditing procedures and ensure Project office has all documentation
- Assist in tracking, monitoring and analyzing productivity data where applicable Prepare time and material reports for Quantity surveyors
- Provide feedback to Project managers on the ongoing cost controls of the projects Provide financial services support to the project team
- Perform all payroll duties such as entering all timesheets, audit reports, prepare new employee packages and termination/layoff forms
- Forward appropriate forms to purchasing as required Maintain petty cash
- Forward contracts and all other required documentation to Home office for invoicing Requesting office and sundries supplies as required on site

- Received and registered client-provided documents for detailed engineering or construction engineering projects, including in-house generated document.
- Controlled issuance of document numbers, including maintenance of proper document registers for detail engineering or construction engineering project.
- Maintained specifically assigned project databases.
- Ensured proper document classification, sorting, filing and proper archiving.
- Reviewed completeness of documentation and prepared document transmittals.
- Performed document quality check in accordance with company engineering document control procedures.
- Performed file backup to ensure proper storage and archiving of electronic registers.
- Transport coordination for site employees and staff as required at site.
- Arranging machineries, plant equipment as per site requirement at timely manner. Any other duties as required by the site manager, superintendent and the site

Academic Qualification:

- ❖ Under Graduate Degree: B. Com [Computer Application], Bharathidasan University, India.
- ❖ Year of Passing: April 2004.
- Post Graduate Degree: M.B.A (Banking & Finance) Alagappa University, India
- Year of Passing: December 2013.

Additional Training:

Attended In-House training for ISO documentation procedures and Gulf HR package for Labour payroll conducted by Gulf Contracting company in Qatar.

Language Proficiency:

- English and Tamil – Speak / Read / Write
- Hindi and Malayalam – Speak

Personal Details:

Date of Birth	:	1983
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Married
Passport Details	:	R3504058
Date of Expiry	:	30 th July, 2027.
Driving license	:	Bahrain - valid up to 12/03/2022

Declaration:

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

(P. MANIKANDAN)