

ASWIN KUMAR M
(APPROVED BY SAUDI ARAMCO)

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DOCUMENT CONTROLLER(QUALITY)

Looking forward to challenging assignments

SUMMARY

An analytical and seasoned professional with more than 10 +years of experience as Document Controller (Quality) in various projects. Showcases ability to prepare and analyze documents & reports as well as keeping records and backup. Highly adept at preparing goods receipt vouchers and submitting technical documents to higher authority. Well versed with the Electronic Documents Management System such as MOSS (Microsoft Office Sharepoint Server), QMIS-V4 (Quality Management Information System), E-Alps etc (tracking of welding, NDT process).

KEY SKILLS

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|---|---------------------------------|
| • Reports & Documents Preparation | • Strong Communication Skills |
| • Weld Visual & Fit-up Reports Generation | • Dedicated & self motivated |
| • Surveillance Report Preparation | • Excellent Time Management |
| • Quality Procedure Document Preparation | • Strong Interpersonal Skills |
| • Transport Arrangement | • EDMS- MOSS, QMIS, E-Alps+ etc |
| • Revision Control Maintenance | • Prioritization Skills |

APPROVALS

- 1) SAUDI ARAMCO (Letter Ref: FGPD-1902-IK-L-2130-2019)

PROFESSIONAL EXPERIENCE

1. LARSEN & TOUBRO (SAUDI ARABIA)

Nov 2012 till Date

Designation: Document Controller / Admin In Charge

Project: 1) Sadara Polyethylene LSPB Project- SADARA, Jubail-II KSA (From Nov 2012 to July 2016)

Client: SADARA (JV of Saudi Aramco and DOW Chemicals)

2) HASBAH Offshore Gas Facilities Increment-II (August 2016 to Till Date)

Client: Saudi Aramco

Job Responsibilities

As Document Controller

- Ensuring that all controlled documents related to the project are maintained to the latest issue and that these documents are made available at all locations where operations essential to the effective functioning of the quality management system are performed
- Controlling and issuing of Procedures, ITPS, and other submissions from Vendor, Client etc thru EDMS (MOSS)
- Verifying that only the last revision drawings, submittals, etc. are distributed to all locations and involved parties concerned including sub-contractors
- Ensuring that all obsolete documents shall be withdrawn & stamped 'superseded' and keeping retained for record purposes
- Maintaining project drawing & distribution documents record
- Preparing RFI for Site Inspection Activities based on Construction Confirmation
- Raising RFI's in QMIS-V04 (Quality Management Information System) provided by Aramco
- Submitting Documents to Client thru MOSS (Microsoft Office Sharepoint Server)
- Tracking of Documents thru MOSS.
- Assisting with E-Alps team for the following:

- Controlling and maintaining the system for issuance recording/filing, tracking, retrieval of documents like procedures, plans, QA/QC records, specifications, drawings and related documents such as RFI's welder details, ITPS etc.
- Keeping records of all documents such as specification procedures, inspection schedule and records, surveillance report, inspection release notice and quality records book with numbering system according to project filing procedure
- Handling all engineering documents and controlling all records and sub-contractors documents
- Preparing all documents based on the quality procedures for internal and external audit
- Managing transmittal of drawings, quality procedures, related documentation to the concerned contractors, departments and vendors & client
- Maintaining all correspondence and other transmittals from the clients and other contractor / suppliers / vendors etc. in a systematic way to facilitate an easy reference at all time
- Submitting technical documents such as procedures, inspection test plan, method of statement etc. for review & approval
- Preparing and updating various logs & registers for RFI's, QSR, NCR, log books etc.
- Having knowledge of all types of quality documents like ITP, checklist, RFI, method statements, nonconformance report, technical queries, inspection assignment package, material request, technical approval request, hydro test packages and other miscellaneous project contract documents
- Preparing and submitting QA/QC monthly reports, PQI, dash board etc.
- Maintaining and filing documents/drawing files (electronically & hardcopy)
- Preparing dossier documents
- Issuing document numbering structure and maintaining revision control
- Preparing and presenting QA/QC weekly minutes

Other Duties

- Excel in time keeping and prioritization skills
- Arranging Temporary Gate Pass
- Arranging the cancellation of invalid ID cards
- Supervising of checking of Gate pass for employees before entering the main premises.
- providing general administrative and clerical support including mailing, scanning, faxing and copying to management

2. STERLING & WILSON ME WLL (QATAR)

Sep 2010 to Aug 2012

Designation: Document Controller /Admin Assistant

Projects

- Barwa Commercial Avenue - Qatar
- IRIS Amber - Dubai
- Hilton - Qatar (Sea Side Pavilion Restaurant)
- Smash Tennis Academy - Qatar

Job Responsibilities

- Preparing correspondence to main contractor
- Updating logs (incoming & outgoing logs)
- Coordinating with various departments & main contractor
- Processing mails and handling internal distribution of documents as assigned
- Controlling office stationeries, IT equipment, furniture's etc.
- Issuing stationery items as per request and maintaining logs
- Preparing purchase orders, work & local purchase orders
- Maintaining and updating material request log & procurement log
- Preparing GRVs (Goods Receipt Vouchers) based on delivery note & invoice
- Maintaining all procurement department related files
- Keeping record for all orders for HVAC, mechanical, electrical & material requisitions
- Filling and labeling files
- Receiving invoices from suppliers and attaching all the relevant supporting documents and forwarding them to QS & accounts department for certification

- Managing proper distribution of all documents to the relevant personnel
- Segregating all documents for different branches to ensure proper mailing transmittals
- Managing transportation for urgent local cash purchases

3. AL NABOODAH CONTRACTING L.L.C. (DUBAI, UAE)

Jun 2008 to Aug 2010

Designation: Document Controller

Projects

- Sienna Lakes (68 Villas)
- Olive Pont- 43 Villas
- 79 Villas

Job Responsibilities

- Coordinating with client, consultant and sub-contractors throughout the various phases of the contract by maintaining detailed records, files & reports
- Liaising with different internal departments of the company (drawing, planning & commercial) thus acting as a bridge of communication
- Processing mails including distribution of incoming & outgoing correspondence
- Maintaining logs under different heads such as correspondence, document submittal, material submittal, method statement, site instructions -inspection request, test report submittal etc.
- Checking and verifying proper coding of data previously entered by self or others in order to determine completeness and accuracy of source documents & computer records as well as correcting data entries as necessary
- Ensuring documents are numbered, filed and made accessible as appropriate
- Maintaining & filing superseded drawings & documents for record separately
- Ensuring proper implementation of the company's quality, policy & procedure for maintaining document
- Controlling office stationeries, IT equipment, furniture's, etc.
- Issuing items as per request & maintaining logs

4. VIRTUS TECHNOLOGIES (FORMERLY MDI DATANET INDIA PVT. LTD.)

Apr 2007 to May 2008

Designation: Jr. Document Controller

Overview: Specialized in the areas of Information Technology (IT) and Business Process Outsourcing (BPO) based at Technopark (IT Park) Trivandrum, Kerala, India.

Job Responsibilities

- Handling data entry and processing medical claims through client's website
- Verifying and keeping registers of day to day activities
- Uploading output to client through FTP

5. CENTER FOR DEVELOPMENT OF ADVANCE COMPUTING

Nov 2005 to Mar 2007

Designation: Faculty

Overview: Specialized in the area of Microsoft Office Package, Desktop Publishing, Photoshop based at CDAC (Govt of India), Trivandrum, Kerala, India.

Job Responsibilities

- Giving instructions to various levels of students
- Serving as a Lab Supervisor
- Conducting Seminars
- Preparing questions for examinations & seminars etc.
- Handling scrutiny of answer papers

EDUCATIONAL QUALIFICATIONS

- APGDCA (Advanced Post Graduate Diploma in Computer Application) from CDAC, Trivandrum
- BSC Chemistry from MG College, Kerala University, Trivandrum

OTHER QUALIFICATION

- AutoCAD Fundamental Course from CADD Center, Trivandrum

IT SKILLS

- MS Office, MS Excel, MS Word & MS PowerPoint, Adobe Acrobat
- Windows OSs like 98, XP, Vista, 7, and 8

PERSONAL DETAILS

❖ Date of Birth	: January 24, 1984
❖ Address	: Saudi Arabia
❖ Languages Known	: Malayalam, English, Hindi and Tamil
❖ Nationality	: Indian
❖ Marital Status	: Married
❖ Passport Detail	: K7837672 (Issued on 23.01.2013 Valid till 22.01.2023)
❖ Driving License	: India, Qatar & KSA