

Thiaga Jothi Lakshmanan

Lead Document Controller / Office Administrator



Profile:

Jothi has 30 years of experience working in Document Control Manager/Lead Document Controller/Office Administrator / Executive Secretary of various major Projects with Bovis Lend Lease Kuwait, including several major Joint Venture projects in Kuwait and has had extensive Head & Site Office Management relating to several leading landmark Projects. Jothi has lived in Kuwait since 1989 and is currently working as a Senior Document Controller / Office Administrator in KMC at Liwan Mixed Use Development Project at Hamala in the Kingdom of Bahrain

Academic Qualifications:

- Bachelor of Business Administration

Technical Qualifications:

- Building on 10.0, "A better Aconex experience"
- Prolog Manager from "Meridian Systems"
- Scenario Advantage (DDM) Document Drawing Management System
- Primavera 3.1 Course

Years of Experience:

- ◆ 30 Years Total
- ◆ 15 Years Kuwait – PM, Consultants & Contractor
- ◆ 12 Years Bahrain – Project Manager & Contractor
- ◆ 3 Years Saudi KMC – Project Manager

Work Experience:

- **Kuwaiti Manager Company**
Project: Liwan Mixed Use Development at Hamala, Kingdom of Bahrain
From 2018 (March) – Present – Senior Document Controller
Responsibilities:
A Senior Document Controller with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents in **Scenario Advantage (DDM) Document**
- **Kuwaiti Manager Company**
Project: Durrat Khaleej Al-Bahrain & Medical Training Center (BDF), Projects & Royal Charity Organization (RCO) Kingdom of Bahrain
From 2014 (Aug) – 2018 (March) – Lead Document Controller
Responsibilities:
Lead Document Controller
Responsibilities:
A Lead Document Controller with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents in **Scenario Advantage (DDM) Document Drawing Management** & files in accordance with company & archiving procedures.
 - Set up an electronic system for managing of all documentations
 - Develop and maintain document control process for the efficient management and recording of documentations
 - Develop electronic filing and archive system and technical library for easy to issuance, storage, retrieval and management of documents to internal and external customers
 - Maintain proper organization and storage of documents and information
 - Visit other projects and supervise & monitor the Document Control Department, Document Controllers & Assistant Document Controllers and assign activities to them.
 - Prepare Monthly Progress Report of the project.
 - Provide Scenario training for the new staff and using them approved system & PCS stools.
 - Provide elaborate information of the projects to Internal Auditor.
 - Coordinate with project team, Consultant, Contractor document control teams in establishing and improving Document Management System.
- **Khaleeji Manager Company**
Al-Khobar, Dammam, Kingdom of Saudi Arabia
From 2011 – 2014 (Aug) - Document Control Manager
Responsibilities:
A Document Control Manager with a proven ability to establish and develop EDM system. Maintain an effective filing and archiving system for both hard and electronic documents in accordance with company & archiving procedures. Performing evaluations and document audits in the whole company. Effectively follow the company's standard operating procedures.
 - Handle all the documentation of the Project, log in the system routing/distribution for action accordingly, archiving the documents properly
 - Process, control and administer all in and outgoing documents both soft and hard copies (such as submittal, transmittals, spec. drawings, Tender Document etc.)
 - Ensure all project documents are controlled in accordance with the company's procedure.
 - Inspect the usage and performance of EDMS and ensure that efficient and uninterrupted services to be provided to all users.
 - Provide enough training to all users and access on EDMS

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- **Kuwaiti Manager Company**
Project: Durrat Khaleej Al-Bahrain Project, Kingdom of Bahrain

From 2004 – 2011 - Senior Document Controller:

Responsibilities:

A Senior Document Controller with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents in **Scenario Advantage (DDM) Document**

Drawing Management & files in accordance with company & archiving procedures.

- Handle all the documentation of the Project, log in to Scenario Advantage (DDM), routing/distribution for action accordingly, archiving & filing the documents properly.
- Supervise & monitor the Document Control Department, Document Controllers & Assistant Document Controllers and assign activities to them.
- Assist in the maintenance & administration works for Scenario Advantage including creation of New Company, lookups & new packages.
- Assist PCS (Planner) Manager to prepare Monthly Report the status of the project.
- Provide Scenario training for the new staff and using them approved system & PCS stools.
- Provide elaborate information of the projects to Internal Auditor.
- Assist Project Director in preparation of proposals for new projects & other related documentation issues.
- Coordinate with project team, Consultant, Contractor document control teams in establishing and improving Document Management System.
- Tracking & auditing of documents and follow-up of documents required on priority. Preparation and distribution of weekly document tracking registers.

- **Saleh Al-Qallaf Eng. Consultants office - Salmiya Hotel Complex (Symphony) Project, for the Commercial Real Estate Co. (Kuwait)**

2003 – 2004 – Office Administrator

Responsibilities:

Prepare & handle all incoming & outgoing correspondence with Developer, Client, Consultant, Contractor, Sub-contractors and other parties on the project using MS office. Prepare Project Monthly Progress Report & submit to the Client. Establish, maintain & operate an effective, reliable & efficient filing system and keep the record of all documents, drawings & electronic copies. Provide full administrative & secretarial support to the Project & Highlight the critical site issues & bring in the knowledge of Resident Engineer. Considerable liaison with Developer, Client, Consultant, Contractor, Sub-Contractors & Bidders and uphold strict confidentiality & security. Arrange meeting between Resident Engineer, Client Representative & Contractors.

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- **Bovis Projacs (Lend Lease – Construction Managers) Project Value (US\$125M) Oil Sector Complex Project, Twin Tower World Head Quarters Building and Petroleum Corporation and Ministry of Oil in Kuwait.**

2002- 2003 – Site Office Coordinator

Responsibilities:

- Prepare correspondence and reports for the Contractor. Setup and coordinate Construction Progress meetings and conferences. Organize Executive Meeting. Perform general clerical duties to include but not limited such as photocopying, faxing, mailing, and filing. Scan incoming & outgoing correspondence & save it to paper port to facilitate thru **Prolog Manager & Aconex**. Maintain hard copy and electronic filing system.. Coordinate project-based work. Other duties as assigned.

- **Projacs (Project Analysis & Control Systems W.L.L.) Kuwait 1999 – 2002 - Executive Secretary**

Responsibilities:

- Prepare and organize both incoming and outgoing correspondence and invoices related to the project. Obtain prices for the Kuwait Cost Guide Index Project, contact purveyor & segregate obtained prices & made average from 3 sources accordingly. Prepared crew structure for site work. Maintain and prepare monthly time sheets & reports for Complex Cleaning and Security staffs. Follow-up monthly rent and tenants necessity and rectified accordingly. Scrutinize Contractor's monthly maintenance of the Complex and follow-up. Custom visit and monitoring the Complex in order to preserve a painstaking for the customer as well as the Complex owner. Organize and coordinate meetings, conferences. Take type and distribute minutes of meetings. Implement and maintain site office systems. Arrange and confirm appointments. Handle incoming mail and route for CR's action. Setup and maintain filing systems. Follow up contractor's submittals, transmittals, shop drawings, check list and RFI. Issuing site work instruction with coordination of company representative.

- **M/s Al-Hamra Co. W.L.L. – Kuwait 1997 – 1999 - Executive Secretary**

Responsibilities:

- Organize and manage correspondence, reports and documents. Arrange, coordinate meetings & conferences. Handle all incoming mails and route for RE's action. Maintain proper filing systems. Track up contractor's submittals, transmittals, shop drawings, check list and RFI. Issuing site work instruction with coordination of company representative.

- **M/s Mawarid Trading Ltd. Kuwait 1992-1997 - Secretary**

Responsibilities:

- Prepare Office and Bank correspondence. Handling Directors meetings and appointments. Arrange travel arrangements and hotel reservation. Arrange visit visa for visitors. Assist to prepare financial reports and submit to Board of Directors. Liaison with internal and external contacts. Maintain schedules and calendars. Manage office equipment

- **OMI Corporation – Riqqa Water Treatment Plant – Kuwait 1989 – 1992 - Secretary**

- Handle all Secretarial works, prepare schedule & report for plant operator for running the plant.