

CURRICULAM VITAE

M.G Mathew

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SENIOR DOCUMENT CONTROLLER

Develop and maintain document control processes for the efficient management and recording all documentations.

Ensure that all the relevant Project documentation are registered / maintained in the electronic Document Management System.

Develop Photocopies / Binding and transmitting of documents as part of client's submission

Understand and manage Client EDMS system

Assist with the general project administration

Liaise with Project Management & team, Client and Sub-contractors effectively and resolve problems and issue's relating to documentation

To maintain a safe and secured working environment within Document Control

Demonstrated proficiency with large-scale Document Control management software (ACONEX)

Maintain a list of office furniture and equipment together with a list of site offices work station equipment, and monitor them

Demonstrated success on the job, as evidenced by satisfactory performance, acceptance of responsibility and growth in previous positions

Assists in preparing a "mock up" for operations manuals (e.g., develops the index, binders, dividers, etc., and ensures timely printing and assembly) and/or job data books (pulls drawings and documents, develops index, cover sheet, dividers, etc., ensures timely reproduction and assembly)

Assist in the preparation of the minutes of meetings with the project managers and directors

Maintaining a register of all incoming and outgoing mail, stamping and recording of mail before circulating for distribution to the Project Manager as set out in BMS_Project Communication and Document Control and BMS_Site Supervision Quality Procedures

Responsible for Control/Track/Issue of complete project documentation such as incoming and outgoing correspondence, site instructions, change orders, NFC, RFI, CVI, RFM, Letters, staff daily report, Submittals and other forms of pertinent documents from the client and subcontractors (including Atkins internal documents)

Archiving /Scanning/Printing - Renaming, recording and filing incoming hard or electronic copies of drawings (Internal and External)

Archiving /Scanning/Printing - Renaming, recording and filing incoming hard copies of drawings (Internal and External)

Ensuring all management system documentation is the current version and easily accessible

Recording, checking and tracking all incoming and outgoing project documents

Processing and recording incoming and outgoing vendor data and engineering design drawings

Maintaining document logs for correspondence, material approval submittals, shop drawing, RFI (incoming & outgoing)

Maintaining all tracking records and ensuring that they are initialed when a file is taken from the filing room

Demonstrable ability to work on smaller multiple projects and complete high-quality work against strict and conflicting deadlines

Good working knowledge of Office software (Word, Excel, PowerPoint, etc..) and a good level of computer literacy

Highly organised, able to plan and manage conflicting priorities

Computer literate (basic knowledge of MS Windows Excel, Word and internet systems)

Ability to work well under pressure and deliver quality results on time

Good interpersonal skills and ability to communicate effectively with various management levels

Strong organizational skills, including an ability to prioritize activities and work with limited supervision

Excellent organisational skills, accuracy and attention to detail

Knowledge on ISO 9001 is desirable

PERRSONAL PARTICULARS

Name : M G MATHEW

Date of Birth : 22 May 1962

Nationality : Indian

Passport No. : K0791086

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Pallipad P.O. Pin 690512, Haripad Via.
Kerala State, India

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Driving License : Bahrain Driving License

QUALIFICATIONS

AUTOCAD : Hilal Computer Training Centre – Bahrain
AutoCAD Rel - 14
Knowledge of Microsoft Word / Excel

: Global Institute for Management Science – Bahrain
AutoCAD 2008

CIVIL ENGINEERING : National Trade Certificate from the Board of
Technical Educations, Govt of India (1981 – 1983)

Educational:

PRE-DEGREE COURSE : University of Kerala, Kerala State (1978 – 1980)

SSLC : Board of Secondary Education, Kerala State, India
(1975 – 1978)

WORK EXPERIENCES

Deep knowledge of local regulations, international standards. Knowledge of cash register transitions (cash, check, gift certificates etc.) In accurate and procedurally correct manner. Skills with interacting with customers to address the location and / or availability of products and services. Knowledge of general transportation procedures, ability to resolve transportation problems, complaints and discrepancies and ability to prepare a variety of reports on data and statistics.) And knowledge of Company's Quality Control Standards.

From May 2020 ----- till

Employer : Fedora Contracting Company.

Designation : Senior Supervisor

From March 2016 to ----- April 2020

**Employer : Raffa Construction & Maintenance Contracting.
P.O. Box No. 5690
Kingdom of Bahrain**

Designation : Document Controller / Project Coordinator

One of the Leading Civil & Mechanical Contractors, Major projects with Bahrain Petroleum, Aluminum Bahrain, Tatweer Petroleum, Banagas, United Steels, Bahrain Airport Services & Gulf Rolling Mills. Etc. Working as a Document Controller, Handling Project Co-ordination works, and preparation of Tender Documents.

From April 2009 to February 2016

**Employer : Star Technical Trading Services
P O Box No. 20123
Manama, Kingdom of Bahrain**

Designation : Document Controller / Project Coordinator

Star Technical Trading Services is one of the leading Electrical & Mechanical Contractors Bahrain.

Handling Office administrative works and material arrangements to the sites, assisting project Procurement dept. and handling Project co-ordination works and Inspection of manpower and material issues at sites.

From March 2002 to March 2009

Employer : COMSIP AL A'ALI WLL
P O Box No. 26949
Adliya, Kingdom of BAHRAIN.

Designation : Site Administration / Document Controller

Comsip Al A'Ali is one of the leading Electrical & Instrumentation Contractors and Engineers in Bahrain. Major Electrical & Instrumentation contracts in BAPCO, ALBA, GPIC including shut-down jobs.

Some of the prestigious projects recently completed by the Company include Hidd Power Stations Phase 1 & 2, Alba Power Station PS-4, Siemens Power Station in Hidd, Desalination Project with Sidem at Hidd and The Bahrain City Centre Project.

From September 2008 onwards...

Project : Electricity Distribution Directorate Works

My duties on this project involves preparation of As-Built Drawings, and measurement of jobs completed for submission of invoices to EDD

From May 2008 – August 2008

Project : Bahrain City Centre Project

Main Contractor : CEYBARCO – WCT W.L.L

Consultant : Mott Macdonald

Duties & Responsibilities :

My duties on this prestigious project involved in the preparation of Operation & Maintenance Manuals for Electrical Services, and Preparation of As-Built markup drawings. Project Co-ordination works.

From March 2007 – April 2008

Project : Al Hidd Phase – 3 Desalination Plant

Main Contractor : SIDEM (France)

Consultant : Hidd Power Company

Duties & Responsibilities :

Office Administration, Local purchase of project required materials, Control of Manpower, Preparation of monthly time cards, monitoring work progress, documentation control including control of project drawings, O&M Manuals and QA/QC documentation,

From November 2005 – February 2007

Project : Al-Ezzal Combined cycle Power Station at Hidd

Main Contractor : SIEMENS AG (Germany)

Consultant : SUEZ Tractabel (Belgium)

Duties & Responsibilities :

Office Administration, Procurement of urgently required materials, Control of Manpower.
Preparation of monthly time cards, monitoring work progress, documentation control including control of project drawings, O&M Manuals and QA/QC documentation, Preparation of Extra works Invoices.

From January 2004 – October 2005

Project : ALBA – Power Station – 4

Main Contractor : ALSTOM POWER (Switzerland)

Consultant : Mott Macdonald

Duties & Responsibilities :

Office Administration, including local purchase, control of Manpower, preparation of monthly time cards, monitoring work progress, documentation control including control of project drawings, O&M Manuals and QA/QC documentation, Preparation of Invoices for extra works.

From March 2002 – December 2003

Project : Al Hidd Power Plant – Phase 2

Main Contractor : Alstom Power (Italy)

Consultant : ESBI (Ireland)

Duties & Responsibilities :

Office Administration, Control of Manpower, Preparation of monthly time cards, monitoring work progress, documentation control including control of project drawings, O&M Manuals and QA/QC documentation, material controller

From January 2000 to July 2001

**Employer : Technip Germany GmbH
P O Box No. 15711,
Adliya, Kingdom of BAHRAIN**

A leading Process Engineers & Contractors from Germany who were the main contractors for ALBA Coke Calcining Plant & Desalination Plant + Jetty Upgrade Project.

Designation : Document Controller

Duties & Responsibilities :

With Technip my duties as Document Controller included maintenance of document control system with proper data entry and filing.

Preparation of weekly report of incoming drawings and submittal of the same to the Senior Field Engineer and Construction Manager.

Control and supervision of all filing and documentation in accordance with office practice.

Co-ordination of activities related to the preparation of As-Built Drawings as well as QA/QC documentation.

From September 1989 to January 2000

**Employer : Ahmed Mansoor Al A'Ali,
P O Box No. 778
Kingdom of BAHRAIN**

One of the largest civil contracting companies in Bahrain involved in civil construction of industrial, commercial and residential projects employing over 3000 personnel. Some of the prestigious projects completed by the company are Bahrain International Airport, Bahrain Exhibition Centre, Salmaniya Medical Centre Expansion Project etc.

Designation : Senior Draughtsman

From 1998 to 2000

Project : Bahrain Exhibition Centre Project Phase II

Duties & Responsibilities :

Assigned as the Lead Draughtsman at the Exhibition Centre Project Phase II

From 1997 to 1998

Assigned at the Structural Mechanical Division

Duties & Responsibilities :

Preparation of shop drawings of civil, architectural and structural engineering including Foundation details, reinforced steel structural details, sectional details, architectural details, Elevations, perspectives infrastructure and eventually as-built drawings.

Assist Project Architects on project presentations which include project programming,

Conceptual design, design development with supervisory staff, co-ordination of design requirements with mechanical, electrical and structural departments, In addition assisting the Project Engineer with material take off and checking bill of quantities.

From 1991 to 1997

Project : Salmaniya Hospital Development Project

Employed as Senior Draughtsman on the New Salmaniya Hospital Development Project. A 40000 M2 complex in 3 phases containing a 300-bed unit with General, I.C.U., and Maternity Departments, Diagnostic Units, Laboratories, Accident & Emergency facility plus 8 operating theatres with all associated plant rooms, kitchens, service interface with existing hospital, car parks and landscaping. Project completed within 5-year schedule and within project budget approximate value of contract US\$ 110 million.

From 1989 to 1991

Project : Bahrain Exhibition Centre Project Phase-I

Assigned at the Bahrain Exhibition Centre Project Phase-I as Lead Draughtsman. A 20000 M2 centre which included the largest single span portal frame construction at 71M in Bahrain giving a free space of 15,000 M2. The project also consisted of extensive landscaping and facilities externally. Approximate value of contract US\$ 22 million.

From August 1987 to March 1989

Employer : Desein (New Delhi) Pvt Ltd, New Delhi, India

One of the leading and most reputed Consulting Engineering firms in India involved in design and installation of Thermal Power Plants in India and abroad.

Designation : Civil Draughtsman

Duties & Responsibilities :

To prepare power plant building general arrangement drawings such as foundation details of TG Raft, 200 MRC chimney sections and elevations, details of trench for DM plant water piping. Reclaim Hopper reinforcement, coal handling plant layout, details of walkways in pump house. Key plan and sectional arrangement of plant main building and other auxiliary buildings.

From July 1985 to July 1987

Employer : Sanghi & Associates, New Delhi, India

Designation : Civil Draughtsman

Duties & Responsibilities :

Mainly involved in the design of structural elements such as cross and horizontal bracing, floor

and wall beams, floor slabs, staircase details for ID fans, FD fans, and structural details of walk way etc.

From June 1984 to June 1985

Employer : **Project Consultants, Calcutta, India**

Designation : **Trainee Draughtsman**

Duties & Responsibilities :

Gained basic knowledge in designing and draughting of various RCC structures etc.

Declaration:

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

M.G Mathew