

NISHAD.I.N
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CURRICULUM VITAE

Post applied for: **Sr. Document Controller / Document Controller lead/ (Engineering Dept/ OA.OC/Technical) Admin Supervisor/Facility Supervisor/project Coordinator**

To be a part of a Professional Company, where I can contribute my work abilities & skills to get more creative and stimulating career as a Sr. Document Controller/ (Engineering Dept./Technical/QC) Admin Supervisor/Facility Supervisor as designated by the company management and can procure exemplary professional experience in dealing with documentation. I have comprehensive knowledge Administration and Coordination and leadership quality as well.

Iam IRCA Certified (QMS) Quality Management System Lead Auditor
ISO 9001:2015
IRCA Course No: A17980
Certificate No: TVEQ0830627



WORK EXPERIENCE

Presently working with **VEOLIA Project Jubail**. In Kingdom of Saudi Arabia (April 2020 to till the date) As **Facilities Supervisor/Admin Supervisor. (PMT)**

- ▶ Excellent organizational and leadership skills
- ▶ Manage occupancy/Space
- ▶ Asset Management (Buildings, vehicles. Portable cabins, etc)
- ▶ Manage Employees/contractors/Vendors/visitors. (If necessary coordinate with client)
- ▶ Setup and administer the Change Management work process for the full life cycle of the project.
- ▶ Good analytical/critical thinking

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- ▶ The Facilities Supervisor works alongside Security and maintenance staff, all of whom aim to ensure each employee can complete their job safely.
- ▶ Act as the main point of contact for all Change Management activities (internal and external).

- ▶ Working closely with the project team, client, sub-consultants, and main contractors
- ▶ Plan and coordinate with worker's team and arranging the necessary things.
- ▶ Arranging site activities such as portable cabins, safety related items etc,
- ▶ Control activities like parking space allocation, waste disposal, building security etc.
- ▶ Allocate office/parking space according to needs

Dynamic Ind.Saudi Arabia LTD. In Kingdom of Saudi Arabia (July 2018 to Nov 2019) As **Sr. Document Controller. (Quality)**

- ▶ Handling all Kind of Quality Documents
- ▶ Good knowledge all kind of Aramco documents (Standards & Specifications)
- ▶ Knowledge of preparing PQP and other related procedures.
- ▶ Knowledge of preparing QCP procedures.
- ▶ Knowledge of using QMIS Version 4.
- ▶ Preparing Documents for Audit
- ▶ Maintaining Master log for RFI
- ▶ Maintaining Master log for SOR

Presently working with **Worley Parson (CPP-Aramco) Project (QA/QC- Engineering Dept.)** in kingdom of Saudi Arabia (Sept. 2017 to Till the date) As a **Sr. Technical Document controller.**

Engineering Related:

- ▶ Preparing IFC and distributed the controlled copy to respective dept.(Master keep with us)
- ▶ Preparing Transmittal incoming and outgoing as well and maintaining a master log for all incoming and outgoing (including subcontractors)
- ▶ Preparing TQ log , Procedures log sheet, safety related documents etc.

- ▶ Receiving incoming documents Company/clients and distributed the scan and hard copy accordingly.
- ▶ Weekly/ monthly check with Company/ client document controller the status of documents which we transmitted.
- ▶ Prepared separate log for red line drawing according to engineering manager/dept.
- ▶ Receiving daily construction/ Site report distribute accordingly.
- ▶ Transmitting all kind of reports like Monthly, weekly, daily.
- ▶ Receiving and transmitting NMR (Non Material Requirement) –Vendor documents. (PQCS – Documents).
- ▶ Maintaining a master deliverables log sheet.(Plans, procedures, Spec, reports etc.)

Quality Related:

- ▶ Good knowledge all kind of Aramco documents (Standards & Specifications)
- ▶ Knowledge of preparing QQP and other related procedures.
- ▶ Knowledge of preparing QCP procedures.
- ▶ Knowledge of using QMIS Version 4.
- ▶ Preparing Documents for Audit
- ▶ Maintaining Master log for RFI
- ▶ Maintaining Master log for SOR
- ▶ Maintaining Master log for NCR and INCR
- ▶ Maintaining Master log for Calibration sheet
- ▶ Maintaining Master log for 3rd party documents.
- ▶ Maintaining Master log for Proactive or Preventive action request.

Arcelor Mittal Jubail -2 as a Document Management Lead (**Engineering Dept.**) (May 2011 to April 2017)

- ▶ Good knowledge of using **KAROME** Software (Electronic Data management system)
- ▶ Good knowledge of using **Filezilla of FTP** site.(Using for downloading and uploading dwg/documents
- ▶ Good knowledge of **EDMS** (Uploading and updating Documents/ drawings)

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- ▶ Basic knowledge of **Aconex** (DMS) software.(Electronic data management system)
- ▶ As per Document Control Procedures which includes the preparation of Document Management Plan, Document Numbering Procedure, Process Flows, folder structure, filing index, etc and ensure its effective use to facilitate and support business objectives.
- ▶ Ensure all documents are registered and controlled in the Electronic Document
- ▶ Responsible for daily uploads of drawings and documents (EDMS)
- ▶ As per Workflow to ensure all required documents and drawings are correct

SAUDI KAYAN (Sabic) at Al-Jubail,(Eng./Technical Dept.) in kingdom of Saudi Arabia (Jan, 2008 to Dec 2010)

Sr. DOCUMENT CONTROL PMT SIDE (SABIC)

- ▶ Control of all documents and drawings through Electronic Data Management System(**EDMS**) **Bentley ProjectWise**
- ▶ Dealing with all kind of documents as a client document controller.
- ▶ Handling QA/QC documents (ITP, Pre-qualification document, method statement, RFI,NCR,WPS,WQR,MIR(Material inspection report)
- ▶ Preparing Master Log for all documents (Excel / software) for the project.
- ▶ Using power of EPC's document software (SDMS Smart document management system) for downloading latest revision documents/ drawings software.
- ▶ Receiving all kind documents / drawings form contractors if related other department(for ex- Safety related documents send to PMT safety department through transmittal and get their comments/ approval and send back to contractor)
- ▶ Dealing spare parts documents and send to Spate part department to get their comments/ approval. Once get their report send back to contractor through transmittal.
- ▶ Preparing NCR/RFI status report.
- ▶ Arranging weekly/ monthly report from contractor and send the soft copy to various department and our PM/ all engineers.
- ▶ Preparing O&M manual log report and send to the Saudikayan Operation and maintenance department for their comments and approval.

- ▶ Keeping Project ITB documents in our Fire proof cabin (Master document room)
- ▶ Receiving all kind of documents from contractors and distributing as per our PM/ our distribution metric list.
- ▶ Receiving all discipline drawing (like civil, Mechanical, Piping, Instrument, Electrical and Process engineering) and keeping Sabic standard tracking system with latest revision.
- ▶ Receiving Analyzer drawings/documents and sent to the analyzer department for their comments/ approval.
- ▶ Receiving Vendor document and keeping sabic standard tracking manner.
- ▶ Preparing/ arranging QVD(quality verify documents)
- ▶ Receiving hydrotest package from contractor and prepare separate master log for hydrotest package and send to QC department.
- ▶ Receiving loop package from contractor and checking the package content (index, ILLD, P&ID, Location drawing is attached or not) and send to QC instrument department.
- ▶ Handling ISO (dwg) project unit wise and line no.(Latest revision only)
- ▶ Handling Master P&ID including marked-up and send to one copy to all department through transmittal.
- ▶ Preparing document control log book in master document room.
- ▶ Receiving HVAC / Fire proofing drawings/documents and send to HVAC department for their comments/ approval.
- ▶ Receiving Turn over documents.
- ▶ Receiving updated punch clearing reports and update our turnover log and distributed turnover department.(all discipline Mechanical(EQR/EQS), Electrical, piping, Instrument and Civil)
- ▶ Receiving Preliminary documents.
- ▶ Receiving As Built Documents (Electrical, Instruments, Mechanical, Process, P&ID'S, PFD/UFD, HVAC, Piping, Civil, Isometric Drawings, Geotechnical& Topography Survey.

GULFFARABI PETROCHEMICAL Co. Ltd-n-Paraffin and LAB Project (Engineering Dept) (May, 2006 to 2007 Dec)

Sr. DOCUMENT CONTROLLER

- ▶ Control of Engineering Document Through Electronic Data Management System(EDMS) **Bentley ProjectWise**
- ▶ Knowledge of Active Project which controls the whole documents of the above project.
- ▶ Preparing Master Log for all documents (Excel / software) for the project.
- ▶ Handling Pre-Qualification documents, Method statement, all kind of (ITP's) Inspection Test plan, and Vendor documents in each discipline.
- ▶ Handling ILD's (Instrument Loop Diagram)
- ▶ Knowledge of Turn over documents (Punch closing by Each Discipline, Like mechanical punch, Electrical, piping, civil, instrument)
- ▶ Dealing all kind of hydro test package and instrument loop packages.
- ▶ Handover the turn over documents System/ Subsystem wise.
- ▶ Handling ISO (dwg) project unit wise.
- ▶ Preparing Document Issue and Receiving Status
- ▶ Checking Vendor Documents with MR&PO
- ▶ Updating Document Status
- ▶ Control of Facility Change Documents
- ▶ Working Experience of Micro station V8 XM
- ▶ Controlling Outgoing and Incoming documents
- ▶ Updating Vendor documents receiving status
- ▶ Receiving Document Issue Status
- ▶ **Handling following Technical Documents:**
 - QA/QC, Dossiers (WPS, RFI, WQR,ITP, Material Inspection Reports,)
 - Vendor Documents (Compiling as each equipment/ vendor basis) Electrical, Mechanical, Instrument, Civil Piping and Process
 - Operation and Maintenance Manuals(O&M) for Each Equipment (Exchangers, Air Cooler, Fire Alarm, Misc. Equipments, Pump, Vessel, Fired Heater, Reactor, Compressor, Tanks including Calibration Charts.

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- As Built Documents (Electrical, Instruments, Mechanical, Process, P&ID'S, PFD/UFD, Area Classification Drgs., Equipment List, Mechanical, HVAC, Piping, Civil, Isometric Drawings, Plot Plans, Line List, Equipment Layout.)
- Overall documents (Specification, Standards, Procedures, Index , Geotechnical& Topography Survey Reports)
- Hazop Report Area Basis, SIL Study documents, DPR and ITP
- Other Documents –PSM, SSP(Safety Standard Procedure), Tie in packages, Training Manuals, Transmittals, Monthly Reports, Weekly Reports, Contract Documents, Spare Parts Packages,
- NPB/ PB(Non process/ Process Building) Documents by Each Discipline
- Integrated Security System Documents

SNC-LAVALIN EUROPE B.V Al-Jubail Saudi Arabia - (2005 Jan to 2006 May)

Sr.Document Controlller

Duties and Responsibilities:

- ▶ Control of Engineering Documents through Electronic Data Management System (EDMS)
- ▶ Working Experience of Micro station software
- ▶ Preparing Project Record Books
- ▶ Receiving documents issue status
- ▶ Issuing documents status
- ▶ Maintain and updating Field Change sheet status
- ▶ Maintain and filing Quality Record Book
- ▶ Updating of PO Issuing and Receiving status
- ▶ Vendor documents Issuing and Receiving status
- ▶ Updating of NCR Issue status
- ▶ Preparing documents for Insurance Claim
- ▶ Can Print the Auto Cad Files
- ▶ Preparing Transmittal to Clint and Sub Contractor
- ▶ Submitting Drawings to Clint for their Approve

- ▶ Submitting IFC drawings to Clint and Sub Contractor
- ▶ Submitting Monthly and Weekly Reports Including Soft Copies
- ▶ **Hand Over of Final Documents:**
 - QA/QC Dossiers
 - Test Packages by each Discipline
 - Loop Drawings
 - Turn Over Documents by Each Equipment
 - Vendor Documents
 - As built Drawings by Each Discipline and P&ID/EFD, PFD's, ISO
 - O&M Manuals by Each Equipment
 - Hazop Reports, SIL Study Reports, DPR, Spare Parts Packages, Special Pipe Support,
 - Integrated Security Systems Documents

IBN ZAHR (SABIC affiliated) Al-Jubail Saudi Arabia –2003 Nov to2004 Dec.

Document Controller

Duties and Responsibilities:

- ▶ Preparing Project Record Books
- ▶ Receiving documents issue status
- ▶ Issuing documents status
- ▶ Maintain and updating Field Change sheet status
- ▶ Maintain and filing Quality Record Book
- ▶ Updating of PO Issuing and Receiving status
- ▶ Vendor documents Issuing and Receiving status
- ▶ Updating of NCR Issue status

Al-Amara Al - Jubail K.S.A (Feb 2002 to Aug 2003)

Document Controller

- ▶ Preparing outgoing and incoming document issue status
- ▶ Updating Field Change Sheet Status
- ▶ Distribution of documents to the concerned departments

- ▶ Updating Vendor documents receiving status
- ▶ Issue status for Client and Sub-contractor
- ▶ Issuing of PO status

- ▶ Maintain documents on properly.

Commissioning documents:

- ▶ Package Specialist of Pre-Commissioning/Commissioning
- ▶ Construction Completion Punch List Coordinator
- ▶ Turnover Package System Administrator/ Prepare turnover dossiers
- ▶ Final Documentation Turnover Acceptance Package System
- ▶ Handling and updating mechanical completion certificate (MCC)
- ▶ Handling Commissioning Clearance Certificate (CCC)
- ▶ Preparing agreed official punch list and passing it to the concerned person for updating in Master Punch List data base as well as to prepare a hard copy of Master Punch List.
- ▶ Passing these Master Punch List to the concerned Department for completion/correction/rectification work

Working experience in India

- ▶ **B.P.L Tele Communication**
Document Controller in India

- ▶ Escotel Tele Communication
Office Administrator in India

- ▶ **M/S Skyline Exports & Import Trading Est.**

Secretary/ Document Controller

Computer Literacy & Other skill

Can draft business correspondence independently. Computer Data formation, trouble shooting & Software installation Updating of various other office management

Academic Qualification

Matriculation Board of Public Examinations

Pree-Degree

Bachelor of commerce (B.com)

EMBA (Executive Masters program of business administration)

Technical Qualification

- ▶ Typing test passed with second class from Kerala Government Technical Board
- ▶ Diploma in computer course from International Institute of Computer Science.
- ▶ Good experience in Ms Word, Ms Excel, Power Point, Outlook, PageMaker, and Other operating Packages.

Package Known

Good experience in Ms Word, Ms excel, Power Point, Outlook, PageMaker and other operation packages.

Well experience in handling all types of work in office automation system responsible for AUTOMATED SECURITY DOOR SYSTEM AND DOOR ACCESS MAGNETIC card in westerners dominated office

Other Skills

- ▶ Good presence of mind and quick in responding to the requirements.
- ▶ Can easily accustom to new system and endurance to work under pressure
- ▶ Very much attached to the job.
- ▶ Believers in hard work and honesty

- ▶ Cooperative spirit with colleagues
- ▶ Continued efforts to simplify the job

Job Description

- Assigned and designed to execute the post administration assistant as of a leading trading firm with main responsibilities in the said of post were supervision of overall administrative, exports and import activities in addition deletion of secretarial and clerical function.
- Effective corresponding with business associated / client followed with convening and handling of technician / management meetings. Preparation of meetings and presenting to the concerned was an added responsibility
- Maintaining the personal records of the staff in the computer, sorting of the data and followed of the reports to the management. Matters lessening with local authorities and related matters.
- Fair for hard working and flexibility for changes in work environment.

Personal Data

Nationality	Indian
Passport No	K-8731284
Iqama No	2206654465
Place of Birth	Calicut, Kerala
Languages Known	English, Hindi & Tamil
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