



SURAJ CHAUDHARY

DOCUMENT CONTROLLER

Bansghadi-6, Bardiya – Nepal

+ 971-050-777-3886

surajhsjv@gmail.com

PROFILE

I am a young enthusiastic and reliable Supervisor/Document Controller looking for an exciting opportunity where my skills being used to enhance the quality of organization and where I can develop my skill and knowledge further.

EXPERTISE

- SAP MM, Computer Fundamentals, Operating System, Ms-Windows, Ms-Word, Ms-Excel, Ms-Power Point, Ms-Outlook, , Internet Fundamentals, Internet & e-mail surfing, Ms-Access Interactive Ms Outlook,,Basic AutoCAD etc.

REFERENCE

Young Soo Kim
General Manager
Hyundai E&C

EDUCATION

Bachelor's in Business Administrative - 2015-2017

Mahatma Gandhi University
Meghalaya – India

Intermediate in Science - 2012-2013

Board of School Education Hubli.
Karnatak – India

School Leaving Certificate - 2009

Bhrikuti higher Secondary School
Deudhakal – Bardiya, Nepal

EXPERIENCE

- ✚ Worked with Hyundai E&C as HR / Barakah, Abu Dhabi (2014 ~ 2015).
 - Prepare Manpower list of all Sub-Cons.
 - Prepare SIF for Wages Payroll /WPS.
 - Responsible for Emirates ID.
 - Req. for New/Mission visa application, Tracking RP status and Renewal

Supervisor/ Document Controller |

[09/30/2015- Till]

Hyundai E&C(KEPCO) _ Barakah Nuclear Power Plant , Abu Dhabi,UAE

- Prepare and keep updating Job Hazard Analysis / Risk Assessments and Work Method Statement(WMS)
- In-charge for Quality Verification Document of Nuclear and Non-nuclear material (NSSS & BOP).
- Turnover of QVD's.
- Logistic support.
- Responsible for Purchase Orders of Office Consumables and lifting Accessories.
- Rising of Purchase Orders and Invoice tracking.
- Check the all document of received item and send it back for 3rd party inspection.
- Check all equipment and machinery for safety purpose, prepare and maintain appropriate document.
- Inspect all the Lifting Equipment and Accessories.
- Prepare Lifting Plans
- Updating, processing and filing of all safety documents.
- Prepare weekly inspection report.
- In-charge for color-coding and third party inspection.
- In short responsible for all kind of Document Controller Job and Lifting Job.