

# **Curriculum Vitae**

## **Career Objective**

**ANAND BHASKAR SAPKALE**

To take up with a challenging job by associating myself with the organization, where I can put my skills and knowledge and enhance my skills by learning and equipping myself.

## **SUMMARY**

- Total 15 years of work experience.
- A result oriented professional Eight (8) years of local and international experience as a Document Controller.
- Strong Conceptual Knowledge in Documentation using various software applications.
- Strong management skills and experienced in managing large document control Online or Offline.
- Completed Graduation from Mumbai University in Arts with Economics as a major subject.

## **Experience Profile**

| <b><u>Duration</u></b> | <b><u>Employers</u></b>   | <b><u>Position</u></b>                                  |
|------------------------|---|---|
| Oct 2021 till date     | L&T Construction, Chennai, Tamil Nadu                                       | Document Controller                                     |
| Mar 2008 to Sep 2021   | L & T Hydrocarbon Limited, Powai, Mumbai                                    | Document Controller                                     |
| Sep 2017 to Mar 2018   | Black & Veatch Private Limited (Deputed by Taurus Contractors)              | Project Support Assistant (PSA) cum Document Controller |
| Sep 2016 to Aug 2017   | Essar Construction Overseas Limited, Kuwait                                 | Document Controller                                     |
| Nov 2015 to Aug 2016   | Swiber Offshore India Pvt Ltd, Kurla, Mumbai                                | Document Controller                                     |
| Aug 2015 to Oct 2015   | SapuraKencana HL SDN. BHD, Powai, Mumbai                                    | Document Controller                                     |
| Mar 2013 to May 2015   | Essar Offshore Subsea Limited, Kurla, Mumbai                                | IT Cum Document Controller                              |
| Feb 2008 to Jan 2011   | IDBI Bank Ltd. (deputed by Interpro Resources Management Services Pvt. Ltd) | MIS Coordinator in SME Department                       |
| Oct 2006 to Feb 2008   | ICICI Bank Ltd. (deputed by I-Process Services Pvt, Ltd.)                   | Team Member in Collection Department                    |

## **Skills:**

- Experience in the design and development of advanced project document control systems on-line document management and collaboration.
- Able to present significant & effective information to or with top management.
- Analytical and problem solving skills.
- Professional IT knowledge and skills.
- Excellent command over English language.
- Excellent organizational skills.
- Able to manage sensitive and confidential information.
- Self-encourage and able to take responsibility.
- Able to complete given tasks under limited time line.
- Able to work under pressure and limited deadlines.
- Good interpersonal skills and able to build good relationships internally and externally.

## **Working Profile-**

### **Current Assignment**

#### **Organization-**

**L & T Construction Ltd, Chennai, Tamil Nadu.**

#### **Job Profile & Responsibilities:**

- Working as a **Document Controller** since 4<sup>th</sup> October 2021 till date.

#### **Project : -**

##### **Phase – 2, Corridor – 4 Chennai Metro Rail Project.**

- To register or save Project Internal and External documents on and distribution all type of submittals such as Project related all approved drawings, Method Statements, RFI's, Material submittals, daily Reports, etc.
- To Log in Excel all incoming documents from sub-Contractors, Suppliers and other entities, and issue them for further processing to concern department.
- Update of in and out excel log register, preliminary, detailed & construction drawings registration & other necessary registration.
- To provide weekly & monthly input progress report.
- To tracking of Contractors submittals and assigning documents.
- To maintain organized system for locating documents, to secure confidential documents.
- To coordinate multi tasks and share knowledge on document control processes and procedures with the team.
- To prepare for outgoing correspondence logging-in & dispatch, tracking, monitor, to coordinate and follow-up.
- To maintain project correspondence (hard copies and soft copies) which can be stored, retrieved, archived and indexed efficiently.

### **Previous Assignments**

#### **Organization-**

**L & T Hydrocarbon Limited, Powai, Mumbai.**

#### **Job Profile & Responsibilities:**

- Working as a **Document Controller** since 8<sup>th</sup> March 2018 to September 2021.

#### **Projects : -**

- 1. PRP 4 (Pipeline Replacement Project – 4) (ONGC) Mumbai.**
- 2. BD3WPP (Bassein Development Well Headed Platform Project) (ONGC) Mumbai.**
- 3. HRP – III (Heera Redevelopment Phase-III Project) Mumbai.**
  - Preparing transmittals through MOSS (EDMS) System.
  - Preparing, maintaining and updating the document register for incoming and outgoing projects documents.
  - Preparing letters outgoing correspondences with ONGC.
  - Submission of documents to client in well manner as per company's procedure for review, comments & approval.

- Control & monitor SAP (OPMAC) client's in house EDMS for the submission of soft copies for client's review, comments & approval.
- Vendor Documentation.

#### **Organization-**

#### **Black & Veatch Private Limited (Deputed by Taurus Contractors)**

#### **Job Profile & Responsibilities:**

- Working as a **Project Support Assistant (PSA) cum Document Controller** from 18<sup>th</sup> September 2017 to 05<sup>th</sup> March 2018.

#### **Project : -**

#### **RIL DTA TGTU Refinery Project, Jamnagar.**

#### **PSA Profile: -**

- Write letters and send them to appropriate bodies, and receive incoming mails.
- Keep records of all information related to project for documentation, clarification and presentation to management.
- Preparation / Modification of Project Execution Plan (PEP).
- Arranging of Meeting Rooms, Team Lunch etc.
- Travel Management & Administrative Work.

#### **Document Controller Profile:-**

- Maintain Inward & Outward log for all documents.
- Maintain folder structure on server as well as E-room.
- Processing of Vendor Documents and Engineering Documents.
- Organize documentation of transmittal discipline wise including Internal Transmittal, External Transmittal & Client Transmittal.
- Coordination with Vendors as well as Discipline for the queries related to documents.
- Return Commented documents to Vendor through transmittals.

#### **Organization-**

#### **Essar Construction Overseas Limited, Kuwait.**

#### **Job Profile & Responsibilities:**

- Working as a **Document Controller** from 22<sup>st</sup> September 2016 to 31<sup>st</sup> August 2017.

#### **Project: -**

#### **AL Zour Refinery Project, Kuwait.**

- Manage all technical documents for assigned projects.
- Utilization of database on document control system.
- Support the team to receive, check and validate the drawings, input the drawings & Quality documents into the Database System, verify the data of each file and ensure timely distribution of the documents.
- Ensure that circulation durations for distribution list and cycle are tracked and any deviations (delays) are reported.

- Issue technical documents (i.e. civil, structural, mechanical etc).
- Responsible for collecting the data, verifying the current revision status of the documents and distributing them.
- Print and file hard copies of the documents and maintenance of updates to the document files.
- Receive and answer emails, input information into the system, create transmittals to recipients, track documentation, and ensure nothing is delayed that would affect the timing of the project.
- Ensuring sequential numbering system in each and every outgoing correspondence.
- Ensure all correspondences reach proper department.
- Bring up quality forms, checklists as and when needed in coordination with QA/QC Team for technical aspects.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Generate the various document control reports as required.
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Maintain the documents and drawings in the Document Control office under safe custody.
- Preparing DCI – MCI Progress curve on Weekly basis and circulate to Planning Team.
- Preparing Construction Daily Progress Report (CDPR).

#### **Organization-**

**Swiber Offshore India Pvt Ltd, Kurla, Mumbai.**

#### **Job Profile & Responsibilities:**

- Working as a **Document Controller** from 02<sup>nd</sup> November 2015 to 26<sup>th</sup> August 2016

#### **Project: -**

#### **Pipeline Replacement Project (PRP-4) (ONGC) Mumbai, India.**

- Manage and monitor day-to-day process in Document Control Group.
- Responsible to ensure that all projects related documents are well organized, checked and distributed within time for process and submit on time prior to the documents submission due date.
- To setup documents flow chart of engineering & vendor documentation.
- Tracking the pending documents through Weekly Progress Reports and Weekly Outstanding Status Reports and Notifying the involved party for taking appropriate action on the pending documents.
- Preparing, maintaining and updating the document register for incoming and outgoing projects documents.
- Submission of documents to client in well manner as per company's procedure for review, comments & approval.
- Control & monitor SAP (OPMAC) client's in house EDMS for the submission of soft copies for client's review, comments & approval.
- File, Copy & Scan all project documents as per document controls procedure.
- Update all project logs and electronic document management systems.

- Preparing outgoing Transmittals for project related documents and drawings.
- Keeping records for the superseded documents and drawings.
- Coordinate with Quality Controllers for preparing Document Numbering & Formatting.
- Preparing, maintaining and updating the correspondence register for incoming and outgoing correspondences with ONGC & vendors.

#### **Organization-**

**SapuraKencana HL SDN. BHD, Powai, Mumbai.**

#### **Job Profile & Responsibilities:**

- Working as a **Document Controller** from 05<sup>th</sup> August 2015 to 30<sup>th</sup> October 2015

#### **Project : -**

**Mumbai High South Redevelopment - III (MHSRD - III) (ONGC) Mumbai, India.**

- Preparing Document Transmittals for document and drawings received from Design Engineering Consultant (DEC).
- Submitting the documents / drawings on time to time to ONGC via OPMAC and hard copies.
- Updating the DCI / MCI on daily basis.
- Correspondences with ONGC and Vendors.
- Uploading documents and drawings on centralized FTP server.
- Preparing Project Presentation Documents.

#### **Organization-**

**Essar Offshore Subsea Limited, Kurla, Mumbai**

#### **Job Profile & Responsibilities:**

- Working as a **IT Cum Document Controller** from 27<sup>th</sup> March 2013 to 18<sup>th</sup> May 2015.

#### **Projects: -**

##### **1. Technip Project (KGO Gas and Condensate Export System) Abu Dhabi, UAE**

- Manage and keep tracking of all company's documents like Service Orders, Supply Orders, MOM, Letters etc.
- Preparing offline draft Service and Supply Orders in MS - Word format.
- Coordinating with Vendors, Main Contractors for the document submission, acknowledgements etc.
- Updating the document tracking sheet on daily basis.
- Uploading documents like Agreements, Invoices, Service and Supply Orders on centralized FTP server.
- Preparing Project Presentation Documents.

##### **2. C-26 Cluster and B173 A-B Well Platform Project (ONGC) Mumbai, India**

- Processing of Design and Engineering Documents as per procedure in System.
- Maintain the project reviewed and uploaded documents in the ONGC-OPMAC system.
- Define and Identify documents workflow and Document Management Process.
- Monitoring the flow of all documents through DCC using Documentum & e-DOX.

- Setting up and maintaining files of Signed originals for those documents for which hard copies are required under the Contract SOR (Statement of Requirement) and holding them in secure storage.
- Checking documents for validity of Numbering, Approvals & authenticity of origin.
- Scanning documents and making PDF file and uploading in the system.

### **General Administration: -**

- Reporting to Project Director of C-Series Project.
- Vessel and Barge Statutory Documentation. (Certifications of documents, conducting annual survey)
- Complete documentation of officers and crew prior joining.
- Processing their VISAS, ticket, sending them for medicals, arranging their briefing schedules, complete planning for their placement on board.
- Crew Documentation such as the pre-medical test certificates, training certifications, passport, employment details, personal details, resume, vaccination cards, etc prior to joining vessels are in place.
- Travel Management.

### **Organization-**

**IDBI Bank Ltd. (deputed by Interpro Resources Management Services Pvt. Ltd)**

### **Job Profile & Responsibilities:**

- Working as Back Office Executive (**MIS Coordinator in SME Department**) from 26<sup>th</sup> February 2008 to 27<sup>th</sup> January 2011.
  - To prepare and analyze the Priority Sector Advances (PSA) report on monthly basis and send it to seniors (AM to AGM) for forwarding to the respective verticals / departments.
  - To Prepare a Performance Review Presentation on monthly basis and send it to seniors.
  - To compile and submit information and returns required by Reserve Bank of India (RBI), Ministry of Finance (MOF), on a monthly/quarterly/annual basis and send it to reporting AMs.
  - Prepare a daily new accounts opened data, check the Occupation Code, Borrower Category Code, Sanction Limit etc and send it to reporting manager.
  - Prepare a data for online submission to Reserve Bank of India (RBI) of Regulatory Returns and inform the status to reporting manager.
  - Coordinating with other departments for data issues and solve them.
  - All type of Administrative Work.

### **Organization-**

**ICICI Bank Ltd. (deputed by I-Process Services Pvt, Ltd.)**

### **Job Profile & Responsibilities:**

- Worked as a **Team Member in Collection Department** from 20<sup>th</sup> October 2006 to 23<sup>th</sup> February 2008.
  - Prepare Fresh Bounce files (Home Loans, Consumer Loans, Educational Loans, Mortgage Loans, etc) and summarized the all data in excel and send it to call centers.
  - Audit the cases in I-view (checking amount outstanding, customer status) and prepare a report in Excel to informing to the seniors.
  - Map the data in SAS Enterprise Guide (Server) and collect the report from the SAS software, pasting files in ICICI worksite.
  - Doing all type of administrative work.

## **Academic Credentials**

- Jetking Computer Hardware & Networking Professionals (JCHNP) with 73%.
- Maharashtra State Certificate in Information Technology (MS-CIT) with 84 marks.

## **Area of Expertise and Personal Skills**

- Good Team Player.
- Problem solving and decision making skills.
- Always passionate to learn something new.
- Good command on Ms- Office (Ms-Excel, Ms-word, Ms-Power Point etc).
- Internet.

## **Additional Information**

- Identified as a trainer in the organization.
- Achieved through First Class from 12<sup>th</sup> std to Second Year Bachelor of Arts (S.Y.B.A).

## **Languages Known**

English, Hindi, Marathi

## **Personal Profile:**

**Name** : Anand Bhaskar Sapkale  
**Sex** : Male  
**Date of Birth** : 25<sup>th</sup> June 1986  
**Present Address** : 401, Shree Heights, Katrap Road,  
Shirgaon, Opp Axis Bank Ltd Kulgaon, Badlapur (E) – 421 503 Dist : - Thane,  
State :-Maharashtra, India.  
**Mobile** : 9975669174 / 9552370393  
**Email id** : [anandsa25@gmail.com](mailto:anandsa25@gmail.com)  
**Skype id** : andy145985

## **Passport Details:**

**Passport No** : U8511230  
**Date of Issue** : 11-11-2020  
**Date of Expiry** : 10-11-2030  
**Place of Issue** : Thane  
**ECNR** : Not Required