



M . A R U N K U M A R

SR. DOCUMENT CONTROLLER

CONTACT

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Dubai, UAE

EDUCATION

B.COM - CALICUT UNIVERSITY

SKILLS

ACONEX

MS WORD

MS EXCEL

POWERPOINT

OUTLOOK

TYPEWRITING 50 WPM

Date Of Birth

04-MAY-1967

Passport No.

Z3000017
Expiry - 10-Nov-2024

Visa Status

Visit Visa

PROFILE

More than 15 years Gulf experience especially in construction documentation including Online Documentation through ACONEX. Supervising the entire document control team. Thorough knowledge of MS office, word, excel, PowerPoint, outlook etc.

PROFESSIONAL EXPERIENCE

1) SR. DOCUMENT CONTROLLER - HYUNDAI ENGINEERING & CONSTN. | DOHA - QATAR | 02-Mar-2020 to 15-Nov-2020

- QAQC Document controller - implementing new documentation system. Sending and receiving documents, uploading and downloading documents through ACONEX.
- Supervising the entire document control team having 3 document controllers and assistants.
- Preparing Various Inspection requests, RFI's, NCR's Etc. and Correspondence, Scanning and preparing incoming/outgoing documents and archives.
- Controlling the Filing System, Preparing & Distribution of Controlled Documents, Arranging Document Delivery.
- Co-ordination with Consultants & Other Contractors. Maintaining Document registers both incoming & outgoing,

2) SR, DOCUMENT CONTROLLER - DOMOPAN QATAR WLL | DOHA-QATR | 02-MAY-2014 to 01-MAR-2020

- Office Administration, Implementing documentation system & assisting entire project team.
- Online documentation through ACONEX.
- Preparing Correspondence, Scanning and preparing incoming & outgoing documents and archives, Controlling the Filing System.
- Preparing & Distribution of Controlled Documents, Arranging Document Delivery,
- Co-ordination with Consultants & Other Contractors. Maintaining Document registers both incoming & outgoing.
- Prepare project close out dossier and documentation including as-built drawings.

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PROFESSIONAL EXPERIENCE CONTD...

3) SR. DOCUMENT CONTROLLER - **DRAKE & SCULL INTL** | Abu Dhabi, UAE | 15-MAR-2009-31-MAR-2014

- ACONEX Administrator – for creating and editing new account users.
- Sending and receiving documents through ACONEX, Prepare and uploading and downloading drawings and documents through ACONEX.
- Controlling the Filing System, Preparing & Distribution of Controlled Documents, Arranging Document Delivery
- Preparing various schedules related to project as per Planning & other Departments to include in their various Weekly & Monthly reports, Compiling O&M Manuals, Submission of As Built Drawings & O & M Manuals & Archiving of all Documents both soft and hard copies.
- Supervising the entire document control team having 3 document controllers in Louvre Project Office

4) DOCUMENT CONTROLLER - **GULF LEIGHTON (Australian Contractor)** | Dubai, UAE | OCT-2007 to MAR-2009

- Office Administration, Sending and receiving document thru ACONEX, uploading and downloading drawings and documents through ACONEX,
- Preparing Correspondence, Scanning and preparing incoming/outgoing documents registers and archives,
- Controlling the Filing System, Preparing & Distribution of Controlled Documents, Arranging Document Delivery, Co-ordination with Clients, Consultants & Contractors.
- Maintaining Document registers both incoming & outgoing, Preparing various schedules related to Tender, Estimation, Procurement, Making enquiries,
- Receiving quotations from suppliers & sub-contractors, for their various projects in Dubai and Abu Dhabi.

5) DOCUMENT CONTROLLER - **RMJM Consultants** | Dubai, UAE | OCT-2003 to OCT-2007

- Office Administration, Preparing Correspondence, Scanning and preparing incoming / outgoing documents registers, Controlling the Filing System, Preparing & Distribution of Controlled Documents,
- Arranging Document Delivery, Co-ordination with Project Managers, Clients, Sub-consultants & Contractors.
- Maintaining Document registers both incoming & outgoing, Receiving & Distribution of contractor submittals,
- Controlling the Contractor Documents like QCP's & ITP's, Material & Tech. Submittals like MAR's, Samples, DTF's, RFI's, W.I.R's etc. and Archiving of documents.

6) SITE ADMINISTRATOR CUM DOCUMENT CONTROLLER - **DRAKE & SCULL INTL** Abu Dhabi, UAE | 1999 to 2002

- Office Administration, Sorting of all Incoming correspondence including faxes for the Project Manager,
- Preparing correspondence to Consultants, Preparing necessary QCP's & ITP's, Material Submittals like MAR's, DTF's, RFI's etc. Self-Correspondence,
- Controlling the Filing system, Attending Telephone, Fax , Scanning & making CD's of O & M Manuals,
- Petty Cash Handling, Arranging Appointments etc., Archiving of documents.

7) Secretary to Managing Director – **BARTAWI GEN CONT.** | Dubai, UAE | OCT-1996 to OCT-1999

- Sorting of all Incoming correspondence including faxes and circulates the same to respective divisions / sections,
- Preparing Correspondence to Consultants, Clients & Government Authorities, Self- Correspondence,
- Controlling the Filing System, Hotel reservation, Attending Telephone,
- Arranging appointments with Senior Managers,