

❖ **Name: ROHIT MANSUKH**

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❖ **Academic/Professional Qualifications:**

- Post Graduate Diploma in Business Management – Operations Management (June 2013)
- Bachelor of Commerce (B. Com) (June 2010)

❖ **Professional Experience: 10 years**

Organization: Hill International Inc.

Location: Abu Dhabi, United Arab Emirates

Duration: June 2021 to Present

Designated as **Site Administrator & Document Controller**

- Upload documents on Asite software application for the Client's further approvals.
- Coordination with team members for updating weekly minutes of meetings and circulate the same to the Client, Consultant and Contractor through Asite platform.
- Preparation of monthly timesheets and facilitate the relevant approvals from the Client through Asite platform.
- Recording Client approvals of deliverables to be included in invoices.
- Plan, supervise and record document flow to and from all vital parties including engineering and construction contractors, sub-contractors, and the project office.
- Collaborate closely with project/department staff, to achieve efficient data transmission, appropriate process alignment and a high standard of service delivery.
- Complete all necessary typing and filing as required. Develop familiarity with HILL Inc. and understanding of required formatting and presentation of documents
- Keeping records for vehicles provided by the Contractor for construction site use

purposes.

- Record and issue all incoming and outgoing correspondence, contractual notices, emails, if necessary.
- Assist to cost engineer for preparation of Contractor's monthly payment certificates.
- Coordination with safety manager for issuing OSH, EHS and HSE reports/ inspections.
- Expedite the review and approval of documentation including engineering documents and drawings and vendor data, and procedures.
- Compilation of inspection reporting (collection from disciplines, review, and consolidation), and issue to Client.
- Preparation of PAAFs, submit for approvals and maintain PAAF register updates Dealing with Client for approvals.
- Archive all the approved PAAFs, CVs, CTRs and relevant project documentation
- Assist in updating organization charts.
- Coordination with Contractor / Consultant for daily manpower reports
- Provide support to Planners and Cost controller.

Organization: Roya Project Management

Location: Dubai, United Arab Emirates

Duration: January 2018 to March 2020

Designated as **Site Administrator & Document Controller**

Key Roles and Support Responsibilities:

- Coordination with Client and Project Consultants for submittals like shop drawings, material submittal approvals & revisions.
- Coordinate the activities of Document Control, including distribution, filling of documents, tracking, and reporting on document review progress.
- Maintain and update records of all approved documents and drawings and their circulation.
- Maintain a tracking facility to enable documents to be updated easily.
- Dealing with Client / Consultant & Subcontractors for shop drawing, Material submittal

approvals & revisions

Organization: Khansaheb Civil Engineering L.LC

Location: Dubai, United Arab Emirates

Duration: July 2015 to December 2017

Designated as **Document Controller & Site Administrator**

- Responsible for maintenance and continual improvement of Document Control Management System as per ISO standard. Monitor the document control requirements on an ongoing basis so as to make recommendations for any improvements in the system if necessary.
- Maintaining a tracking facility to enable documents to be updated easily by using Aconex system.
- Register, log, distribute, track, issue maintain and control office and site project documents and drawings.
- Maintain registers of all receipts and issues or submissions of documents and correspondence.
- Design and development of advanced project document control system for the business.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Managing and maintaining a Meridian Document Control System.
- Ensuring all documents are as up to date as possible within electronic filing systems.
- Time keeping activities, Preparation of labor reports & transport schedules.
- Arrangements of materials from other sites, posting GRN on ERP system.
- Dealing with Client / Consultant & Subcontractors for shop drawing, Material submittal approvals & revisions.
- Facilities Management- Asset Management - Housekeeping, Repairs & Maintenance.
- Checking dispatch documents are accurate.
- Daily routine activities of document control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and

drawings.

Organization: Procat Catering

Location: Dubai, United Arab Emirates

Duration: May 2014 to June 2015

Designated as '**Administration & Facilities - Coordinator**', the role include work in various Domains.

- Identification of prospective vendors, contractors, suppliers, facility management organizations for the required maintenance works.
- Collecting/understanding internal issues of Clients (Internal & external) related to facilities (Housekeeping, Security, Repair & Maintenance, Air conditioning, HVAC, plumbing, electrical works) & general administration.

Organization: Shriram Finance

Location: Mumbai, India

Duration: March 2012 to December 2013

Designated as '**Executive-Admin**', the role include work in various domains like

- Billing & Payments - Making of bills & invoices against printing stationery requirements & Enter records in SAP modules.
- Facilities Management- Housekeeping, Repairs & Maintenance

Nature of work for every domain above includes planning, driving execution of associated activities, vendor identification and vendor payment.

Organization: Sify Technologies

Location: Mumbai, India

Duration: October 2010 to March 2012

Designation: Executive - Facility & Operations

- Accounts - Co-ordination with department for supplier / vendor billing process and payments.

- Guest Villas Management – Identification of guest house, tracking repairs, preparing list of snags of the required Civil (painting, internal and external finishes work, aluminum and glazing works, joinery, etc.) and MEP works (HVAC, plumbing, electrical works, BMS and so on).

Organization: High Street Phoenix (Facility Management)

Location: Mumbai, India

Duration: November 2009 to October 2010

Designation: Floor Manager

- Tracking customer feedback post closure of complaints
- Analyzing complaints (with seniors) on possible improvement areas & working out means to achieve same.
- Providing support to event administration team as & when required in areas like Guest management, facilitation etc.

KEY SKILLS AND COMPETENCIES

- Strong IT / Advance Excel, Aconex and communication skills,
- Excellent interpersonal skills and a professional telephone manner.
- Ability to evaluate, prioritize, organize and delegate work schedules.
- Proven decision-making skills.
- Able to react quickly and effectively when dealing with challenging situations.

❖ References:

Available upon request.