

Siyad RendaraPalli

Document Controller

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Email : rpsiyad@yahoo.com



EDUCATION

SSLC

(Government of Kerala)

Plus Two

(Government of Kerala)

Draughtsman Diploma

(Ministry of Central Government)

Draughtsman in Civil Engineering

(All India Engineering Technical Education society)

EDMS System

Aconex H

(Online Collaboration & Document Management System – Australia)

(Enterprise Content Management)

SharePoint

(Online Collaboration & Document Management System)

Technical

AutoCAD/3D Max &

Microsoft Office

(Government of Kerala)

Professional Experience

KEO International Consultancy-Qatar

Kerala State Housing Board -India

Royal Constructions & Engineers

NATIONALITY

Indian

LANGUAGES

English, Hindi & Malayalam

PROFESSIONAL EXPERIENCE

Company : KEO International Consultants

Position : Document Controller- June 2012 – Present

Project : Doha Express Way (Al Huwailah Link Road & North Road) **Qatar**

(Infrastructure, Road etc.,)

- Ensures documents are distributed / filed in relevant project files, and all documents can be traced and retrieved within reasonable time.
- Ensures all contractual correspondence is registered in incoming registers and stamped and uploaded to the EDMS
- Ensures copies are distributed to all relevant personnel on time as indicated / advised
- Maintain a soft copy of file index for easy reference.
- Document distribution and retention
- Archived soft copies and backups.
- Customer Service – Issue Hard Copy and Electronic Copy of Documents on user requests
- Accurately managing audit trail of hard and electronic information
- Quality Checking for Final Documentation and identify Missing Documents. Prepare Monthly Document Status Report and Submit to Engineering Manager
- Manage all Technical Documents (Drawing, Specification, Inspection Re Vendor Documents etc.,) Customer Service – Issue Hard Copy and Elec Copy of Documents on user requests
- Maintaining up to date Drawing/Document registers.
- Controlling receipts of all Technical document, construction drawings, data sheets, specifications, and vendor drawings related to the project and onward transmission of the same to contractors.
- QA/QC Checking of Hardcopy after Received from Project Upload/Manage project documents/data e-DOCS (EDMS).
- Provide the Technical Document to Contractors and Company Users.

- The issuing of hardcopy prints to the Originator for redlines markups per request.
- Interfacing with the IT group to ensure robust and secure data integrity and adequate recovery processes
- The distribution and/or filing of hardcopy prints as required.
- Semi active documents are retained in document retention center. All documents retained in document retention center as per a document retention schedule.
- Implementing/supervising the set-up and co-ordination of new projects

Company : Kerala State Housing Board

Position : QA/QC Inspector Aug 2010 – Feb 2012

Project : Various Projects in Kerala - India
(Building, Infrastructure, Road etc.,)

- Design review& modifications in preparation of shop drawing
- The control of onsite and offsite vendor inspectors
- The compilation of vendor inspection assignments packages
- The attendance at site and inspection procurement meetings
- Coordination of vendor quality approvals when required
- Ensure the verification of documentation and certificates for materials purchased by vendors
- Review of supplier quality plans against contract requirements
- view procurement documents to ensure that quality requirement have been correctly translated into purchase requisitions and design documents
- Studying and Discussing a design project with the engineers and determining the detailed specifications of the model
- Determining the scope of the design and choosing the initial parameters accordingly
- Consulting with the engineers during the design phase and using their feedbacks for modification of the design
- Guiding the subordinates regarding efficient and effective drafting techniques
- A comprehensive knowledge of engineering design principles.
- Capable of working within demanding time frames.
- Ability to interpret working drawings.

Company : Royal Constructions & Engineers, Cochin

Position : Civil Inspector, Aug 2009 to Aug 2010

Project : Various Construction Projects

Client : Government / Private

- Supervision of **Civil** works, taking out Quantities, Quality Control of materials for use
- Check the detailed survey and Lay-out of structures before the execution of construction activities
- Estimation and Project cost control
- Coordination with consultant and Clint
- Managing Construction works Completion of assigned work at assigned times
- Managing manpower supervising the work progress, ensuring the availability of raw materials
- Making daily progress reports
- Daily workload and activity monitoring
- Coordination with the subcontractors Safety Department from time to time regarding Safety matters
- Responsible to make regular site inspection to monitor subcontractor's compliance with safety program.
- Check the detailed survey and Lay-out of structures before the execution of construction activities
- Supervised the site labor and Sub contractors Works

Hobbies & Activities

- ❖ Traveling, Sports
- ❖ Internet Browsing

Personal Data

- ❖ Name **SIYAD.RP**
- ❖ Sex Male
- ❖ Date of Birth 20/03/1988
- ❖ Marital Status Single
- ❖ Nationality Indian
- ❖ Religion Islam
- ❖ Permanent Address Baithul Noor
Post Ponniam (East)

Tellichery (City)

Canannor (District)

Kerala (State)

India (Country)
- ❖ Current Address Doha, Qatar

Passport Details

- ❖ Passport No K1534964
- ❖ Date of Expiry 06-March-2022
- ❖ Contact Details 97455129868 (Mob)
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