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**CURRICULAM VITAE**

**NAME : LALIT KUMAR SONI**

**POSITION : SR. DOCUMENT CONTROLLER / ADMIN ASST.**

**PHONE : 91-9571454581**

**E-MAIL :** [**bca84lalit@gmail.com**](mailto:bca84lalit@gmail.com)

**CAREER OBJECTIVE:**

Seeking a challenging opportunity in DCG field which encourages learning and provide exposure to new ideas to disclose my capabilities backed by strong will there by stimulate and professional growth where I shall be a part of the industry.

**ACADEMIC QUALIFICATION:**

* **BCA (Bachelor in Computer Application)**
* **Sr. High School** (Science- Physics, Chemistry, Biology)
* Diploma in Quality Control (Document)- 2009

**PROFESSIONAL EDUCATION:**

* **KOC (Kuwait Oil Company) Approved/certified**
* **NEBOSH (IGC 1,2,3 U.K) Passed with Credit**

Master log Cert no.-00286918/812910

* **IOSH– Managing Safely**

Cert no.-253828 -NIST Bangalore 2015

* **OSHA 30 Hr. –**General Industry Safety & Health

**WORK EXPERIENCE:-8.5 YRS.(in GCC)**

**JAN 2017 –JAN 2018 MINA ABDULLAH REFINERY PROJECT KUWAIT**

COMPANY : CCC

CLIENT : PETROFAC-SAMSUNG ENGINEERING-CB&I JV (PSCJV)

POSITION : SR. ADMIN / DOCUMENT CONTROLLER

JOB DESCRIPTION

* Typing Speed > 50 Word Per Minute also proficient in MS Office (Excel, PPT, Access)
* Updating & managing electronic filing and technical library for easy to issuance, storage, retrieval, and document distribution to internal and external customers.
* Preparing & updating TQ, MOM, Method Statements (MS), MSDS, WP, HSE Procedures.
* Scanning, Distributing, Receiving, Handling all documents received from clients
* Managing incoming/ outgoing project documents.
* Performing admin. duties Updating Logs, Transmittals, filing, Scanning
* Preparing gate passes, visitor card, Insurance & health card of employees & Contract papers.
* Updating all Procurement, Material received, dispatched reports on daily basis.
* Processing paperwork for new hires, mails, typing notices, offer letters, memo etc.
* Filling, Scanning, Send report to senior by outlook, maintain database in MS-Access
* Performing other duties ordered by the senior management team

**APR. 2013 TO SEPT. 2016 CCC- (CPF KHAZZAN OIL &GAS) OMAN**

COMPANY : CONSOLIDATED CONSTRUCTION COMPANY

CLIENT : PETROFAC / BRITISH PETROLEUM

POSITION : DOCUMENT CONTROLLER

JOB DESCPRITION

* Controlling, Updating & distributing Electronic copies, Hard Copies of (Engineering Drawings, Tech. query(TQ),Site Instruction, RFI, Method Statements, Risk Assessment, Work procedures)
* Updating log for Tracking of Documents like Drawings Approvals, Responses to NCR, Audit Reports
* Archiving control, and retrieve records as and when needed and replace all superseded documents.
* Handling Project Policies, Procedures (Engineering, HSE, Procurement, Operation, Certification)
* Updating requiring materials, maintaining inventory levels, coordinating periodic documentation review, and maintaining document models.

**JUN. 2011 TO FEB. 2013 DYNCORP INERNATIONAL AFGHANISTAN**

PROJECT : U.S. ARMY BASE CAMP (SHINDAND)

CLIENT : PETROFAC

POSITION : SR. ADMIN ASST.

JOB DESCRIPTION

* Daily Updating FPM (Fire Prevention Matrix) & 5381 Accountability report submitted by fire warden of all facilities (LSA, RLB, Force provider, Harvest Falcon, CHU’s) and send finalized data report to Fire chief, Fire inspectors and Air force Fire dept.
* Provided administrative, technical support to Fire inspector such as Scan of current inspections sheet, Filling Previous inspection records, Maintain Drawer, Keep inventory of smoke detectors.
* Preparing of SOR, Fire NOTICES, & Encouraging FN employees about Fire Prevention policy
* Coordinating b/w QC, DCG & Certification dept. to provide best services to client and site engineers.
* Coordinating with Client, Site, and Contractor & Vendor for proper document transmission.
* Communicating & liaise with Project team, Contractors, client for efficient flowing of documentation,

**APR 2006 TO NOV. 2009 CCC (QATAR GAS EXPANSTION PROJECT) QATAR**

CLIENT : CHIYODA AND TECHNIP JV. / QATAR GAS

POSITION: **Computer operator (Worked in HSE dept.)**

JOB DESCRIPTION

* Updating MASTER LOG of HSE induction, Craft Training records and also scheduling them
* Scanning & distribution of TBT, MSDS, Safety awards and violator records for Safety audit
* Maintaining Proactive relation with managers, employees as well as regulatory agencies.
* Maintaining HSE notice board for current and updated HSE information’s &HSE Statistics
* Provided Technical & Admin support to the application of effective HSE manangment.

**Trainings Completed**

* **Introduction to Occupational Safety & Health on Construction Project**
* **DynCorp International CRC Annual Certification**
* Heat Stress PTW Confined Space Lock Out Tag out
* Safe Driving First Aid Fire Warden Ground Guide
* Working on Height. Fire Hazards  **H2S – UEL/ LEL, TLV-TWA-STEL**

**KEY SKILLS & KNOWLEDGE:**

* Proficient in managing TRA, TBT, SPTP, JSA, PTW, SSHP& all HSE documents**.**
* Strong teamwork, able to work with multi-national team.
* Strong HSE training presentation, coordination, evaluation, & planning skills.
* Awareness of OHSAS 18001 and ISO 14001, EPA regulations and related state laws.
* Awareness of legal & morale responsibilities in Safety
* Proficient in inspecting Excavations (Shoring, Trench box), Scaffolds, Confined space works.
* Carrying out risk assessment & implement safety procedures to reduce hazards.
* Encouraging workers to follow safety rules by providing adequate I.I.T.S
* Able to identify “Root cause “ of incident /accidents to avoid future reoccurrence
* Good communication skills and advanced level of computer knowledge (MS-Excel, PPT).
* Hazards identification skills & risk reduction skills using **(Hierarchy of Risk control)**

**PERSONAL DETAILS**

**Passport No. - L5290528**

Passport issue date **–** 21-10-2013

**Date of Expiry – 20-10-2023**

Date of Birth - 18-Jan-1984

**Email Address** - [**bca84lailt@gmail.com**](mailto:bca84lailt@gmail.com)

**Phone No**. - 09571454581

Skype id - lalit.soni62

Nationality - Indian

Marital Status - Married

Language known - Hindi, English

**Permanent Address -** VPO & Tehsil- Sajjangarh, Pin:-327602,

Dist. – Banswara (Rajasthan) India.

**(Lalit Kumar Soni)**