

RESUME



P.Subburaj

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OBJECTIVE:

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

EDUCATIONAL QUALIFICATION:

COURSE	INSTITUTE
Bachelor of Commerce	Annamalai University
Firefighting Training Course	Jaheziya Fire Training Center Abu Dhabi
Basic First Aid Course	IBC Training Center Dubai
DMO Diploma Microsoft Office	CSC Computer Education Center
HSE	Meenachi Sundaram Higher Secondary School

TOTAL YEARS EXPERIENCE IN GULF 12 YEARS (June 2008 to at present)



























Employer : **M/S. AG Facilities Solutions for Contracting and General Maintenance LLC,**
Abu Dhabi (Nov-2018 till date)

Employer : **M/S. Engineering Maintenance Company, Abu Dhabi**
(ETA ASCON Group of Company) (From June 2008 to 2018)

Position : **Document Controller / Data Entry / Administrative / Clerk**

Department : **Tendering Department**








JOB RESPONSIBILITIES








-  Expression of Interest and Related Correspondences with reference the above Tendering.
-  Submittal of all Tender Related Documents.
-  Applying of Bid Bond and follow up.
-  Preparing form of tender.
-  Consolidating (Bill of Quantities - BOQ) data in workable format for Candy software Estimation.
-  Preparing Pre-Qualification Document if any update in company experience and Online registration.
-  Update and registered to all client prequalification document through online.
-  Letter of Assistance apply and follow-up
-  Submit and uploading online correspondence tenders.
-  Converting PDF to Excel for preparing BOQ.
-  Follow up and tracking the tender and clarification submission records.
-  Handle incoming calls, e-mails and all correspondence such as mail and faxes.
-  Reads and responds to correspondence
-  Creates and maintains reports and records, such as applications, reports, and administrative orders.
-  Maintains arranges and files for easy retrieves, storage or reproduce records, documents and reports.
-  Tender Department Document Management.
-  Utilizing a range of office software, including email, spreadsheets and databases.
-  Arrangement / Coordination of Transport for site visit
-  Preparation of comparative statement for the quotes received.
-  Correspondence with Client.
-  Indent Entry & Follow up for the Materials Invoice Entry
-  Material Enquiry to Vendors for Quotation.
-  Local Purchase Order & Work Service Order (LPO/WSO) Entry & Printing.
-  Delivery Note Entry
-  Staff Attendance Entry.
-  Application and follow up for Oil security pass.

SITE PROJECTS EXPERIENCE:

- Client** : **M/S. ABU DHABI COMPANY FOR ONSHORE OIL OPERATIONS (ADCO)**
Projects : EPC of Temporary Caravan Accommodation and Offices at Buhasa and Asab Fields
Position : Document Controller / Asst. Administrative
Year : (2011-2013)
- Client** : **M/S. ABUDHABI GAS INDUSTRIAL LTD.(GASCO)**
Projects : NEW LABORATORY BUILDINGS AT HABSHAN-EPC & NEW ASAB ACCOMMODATION COMPLEX PHASE III - EPC
Position : Document Controller / Asst. Administrative
Year : (2011-2013)
- Client** : **M/S. ABUDHABI GAS INDUSTRIAL LTD.(GASCO)**
Projects : 250 ACCOMMODATION FOR CONTRACTOR STAFF AT ASAB- 0
Position : Document Controller / Asst. Administrative
Year : (2013-2014)
- Client** : **M/S. ABUDHABI DISTRIBUTION COMPANY (ADDC)**
Projects : CONSTRUCTION OF NEW 11/0.415KV PRECAST SUBSTATIONS
Position : Document Controller
Year : (2012-2013)
- Client** : **M/S. ABU DHABI PORTS COMPANY (ADPC)**
Projects : KHALIFA PORT AND INDUSTRIAL ZONE (KPIZ) PROJECT CONTRACT NO.1001-278 GENERAL DEMOLITION WORKS INCLUDING ASBESTOS CONTAINING MATERIAL (ACM) REMOVAL
Position : Document Controller / Asst. Administrative
Year : (2011-2012)

JOB RESPONSIBILITIES

-  Responsible for controlling all documentation related activities in a project.
-  Preparation of Submittals (letters to client, letters to consultants Material, Shop Drawing, Method Statement, RFI, CVI, WI, IR, NCR, Memos)
-  Support and coordinates with discipline with administration and control.
-  Maintaining construction drawings log and monitoring the schedules and regular update of drawing racks.
-  Sending & receiving all project related e-mails.
-  Updating of all log sheets (Incoming Correspondences, Outgoing Correspondence, transmittals, Shop Drawing Submittals, Material Submittal, Method Statement Submittal, Inspection Request and Memos)
-  Manage and ensure timely arrangement of all meetings

-  Arranges meetings, schedules locations, coordinates time with listed attendees, arranges refreshments and equipment as needed.
-  Data entry of in carry/dispatch/updating contracts/Bill details etc.
-  Create and maintain tracker for drawing approval process and technical submittals.
-  Record keeping of received and sends letters to the various consultants and contractors.
-  The drawings and technical data are issued to the site team for review and implementation, any revision to this is to be immediately intimated to the site team and the old records stored separately for future reference.
-  Assist PM in preparation of fortnightly and monthly reports and Planning/Technical Engineer in the preparation of PQ /Submittals etc.
-  Maintaining day to day HR related activities.

COMPUTER KNOWLEDGE:

- Packages : MS Office, Advance XL 2013
- Operating System : Windows XP / Windows Vista / Windows 7 / Windows 8 / Windows 10
Office Software's (SAP / EMPUROR / Commodore Contracting Software / Follow-18 / Laser

PERSONAL PROFILE:

Name : Subburaj
Date of Birth : 06-04-1988
Marital Status : Married
Passport Number : R-8200457
Nationality : Indian
Language known : English, Hindi, Tamil & Malayalam
Mobile Number : +971 56 1819466

I hereby declare that the information furnished above is true to the best of my knowledge.

Date: 2020

Place: Abu Dhabi

P.Subburaj