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**GAYATHRI A/P CHANDRAN**

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| PERSONAL RESUME |

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| Date of Birth: 21.July.1989  Age: 24 yrs Old  Gender: Female  Nationality: Malaysian  Status: Single  Race: Indian  Religion: Hindu  IC No: 890721-01-5462  Address: No. 32, Jalan Ciku 4,  Taman Kota Masai, 81700  Pasir Gudang,  Johor.  Tel (H/P): 016-7496317 /014-3869615/ 07-2512831  Health : Excellent  Email : gayugirl89@yahoo.com |
| QUALIFICATION | |

## **Highest Level Qualification**

Level: Certificate / Diploma

Field of Study: Executive Secretary ship

Grade: Pass

Institution Name: Olympia College

Location: Johor Bahru, Johor

Graduation Date: 2009

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## **Highest Level Qualification**

Level: SPM

Grade: Pass

Institution Name: Sek.Men .Keb Kota Masai

Location: Johor Bharu

Graduation Date: 2006

Level: PMR

Grade: Pass

Institution Name: Sek.Men .Keb Kota Masai

Location: Johor Bharu

Graduation Date: 2004

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| WORK EXPERIENCE |

**January 2009 – January 2011**

Company Name: **Teguh Mechanical. Engineering. Sdn. Bhd**

Position: **Qc Clerk /Admin Clerk & Engineer Clerk**

Project: **MOQ-16 BE-Jacket**

Month: **March 2008-April 2009**

Client: **Maersk Oil of Qatar**

Project: **Kinabalu B-Jacket**

Month: **March 2009-January 2011**

Client: **Petronas Cari Gali**

Project: **B-193 Jacket**

Month: **May 2010- December 2010**

Client: **ONGC ( India Project )**

Discipline: **Structure**

Yard: Sime Darby Engineering. Sdn. Bhd.

PLO 336 Jalan Suasa.

PO BOX 55. 81700 ,

Pasir Gudang, Johor.

**February 2011 – August**

Company Name: **Pancentury Edible Oil Sdn Bhd**

Position: **Production Document Clerk**

**August 2011 – Present**

Company Name : **Malaysia Marine Heavy Engineering (MMHE)**

Position :  **Document Controller**

Project : **Tapis**

Client : **Exxon Mobil**

Month : **Aug-2011 – Present**

**Scope of Works**

1. Make sure the workers already pass the Safety Orientation Course (SOC/NOSP) and or others requirement courses.
2. To keep records and details of manpower main list, tools and equipment inspection list, workers daily attendance, and other documents for references.
3. Key –in payroll system all workers every day.
4. Key –in salary every 2 weeks for workers.
5. Made all letter about company to submit for main cont.
6. Key in QA/QC report.
7. Do the submission deduction for new workers every months
8. Prepared Punch card for all workers.
9. Check daily manpower and control manpower
10. Wrote Hours to every punch card.
11. Submit QA/QC report to main cont.
12. Monitoring Time in & out workers every day.
13. Take attendances workers absent.
14. Do Actual Manpower & Quantity all workers.
15. Do summary report for QA/QC.
16. Key in drawing summary, key in QC report, filling drawings….

**Description**

* Shall assist IML to ensure overall information Management and Document Control program is met.
* Shall train and Coordinate Project Team members in handling Documentation in Accordance with overall information Management Plan (IMP) and Procedures.
* Shall ensure effective management of information flow between Project Team and Contractor.
* Shall review the accuracy and completeness of the contractor’s MDR, and SMDRs for Vendors and Supplier.
* Shall coordinate the Overall Information Management Process, including monitoring that of the Contractors performance and processes.
* Provide DFO status reporting on early and final deliverables for the respective EPCs to the EPC Managers and the project.
* Coordinate, compile and verify contents for the formal handover of Early/ Final DFO Deliverables to Operations.
* Lead a team of one or more document controllers

Lead resolution of all document control problems, issues and ideas for improvement

* Function as a single point of contact for the projects team with contractors' and vendors' document control staff
* Develop and maintain positive working relationships with the project team by seeking to understand their needs, properly setting expectations, and consistently meeting commitments
* Proactively communicate key learning and best practices to the project team.
* Ensure compliance with policies, guidelines, and standards regarding Information Management. Perform routine Document Control.

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| SKILLS & STRENGTHS |

* Able to work as a team or independently.
* Willing to learn new things and able to work in a challenging and dynamic working environment.
* Friendly, easy to get along with and deal with people.
* Positive attitude, dedicated to the works assigned.
* Able to execute tasks given with minimum supervision.
* Able and willing to work for a long hours.
* Able to use computer very well.
* Very higher discipline and motivated person.
* Very Initiative, Responsibility and Patient in Tacking the task Given

**Special Skills**

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| Skills | **Proficiency** |
| Microsoft Office 2007 | well in words and excel |
| Communication Skills | Good |
| Business Writing | Good |
| Written: | Spoken: |
| Malay - Good | Malay – Good |
| English - Good | English - Good |
| Tamil - Good | Tamil - Good |

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| ACTIVITIES & INTERESTS |

#### **Interests**

#### Outdoor Activities: Traveling and Shopping

#### Indoor Activities: Listening to Music and Watch Movies

**COURSES ATTEND**

* Niosh Osfam Safety Passport (NOSP)
* Basic English course (IEP)
* LPS
* OIMS
* Defensive Driving
* Introduction to Airline Industry