

# Kishor Sankaran

SENIOR DOCUMENT CONTROLLER



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## PROFILE INFO

Experienced Document Management Expert specialized in Qatar's Buildings, Infrastructure, and Sewage Treatment Projects. Proven track record in ensuring streamlined documentation processes, from creation to retrieval. Proficient in organizing, categorizing, and maintaining project records for smooth collaboration. Committed to enhancing efficiency and accuracy within the industry through precise Document Control.

## Work Experience

### **Va Tech Wabag Ltd. Doha, Qatar Handover Document Controller July 2023 - Present**

- Preparation & Submission of Handover Deliverables for PCC, FCC, and DC Clearance:
- Managed the timely submission of deliverables and DC Clearance through Ashghal's PDLM (Project Document Lifecycle Management).
- Preparation & Submission of O&M Manuals: Develop comprehensive Operation & Maintenance Manuals detailing equipment procedures, maintenance schedules, and safety protocols for seamless system functionality.
- Ensure compliance with Ashghal's standards and guidelines throughout the submission process.
- Provide support and guidance to team members on dossier preparation and submission procedures.
- Attend weekly handover meetings with clients and supervision consultants to discuss the status of close-out documentation.
- Draft minutes of meetings and circulated them, incorporating submission status, snag summary, etc.
- Update Snag List for various disciplines and prepare weekly report and overall snag summary

### **KEO International Consultants, Doha, Qatar**

#### **Document Controller**

June 2023 - July 2023

Proficiently manage the reception, distribution, and recording of technical documents and correspondences from contractors. Adhere rigorously to company Document Control Procedure, ensuring accurate categorization, systematic organization, and timely dissemination of vital project information.

### **China Railway Construction Corporation Ltd., Doha, Qatar**

#### **Document Controller**

February 2023 - June 2023

I efficiently managed project documentation through the Aconex platform. I established and maintained a comprehensive Master Filing System to securely store technical documents. Ensured precise document structure and accurate data, facilitating clear communication with clients. Proficiently uploaded and organized data on the Client's APMS. Implemented seamless internal workflows via Aconex. Regularly generated and submitted weekly reports on incoming and outgoing documents to all relevant departments, optimizing document flow and project coordination.

**Continental Mercantile Corporation HR Consultants and Global Recruiters, Cochin, Kerala**  
**Document Controller** August 2021 - November 2022

Meticulously oversee the recording, verification, and monitoring of both incoming and outgoing documents, ensuring accuracy and compliance.

Facilitate efficient dissemination of documents across departments and branches to foster seamless collaboration. Diligently manage comprehensive document logs, encompassing correspondence and resumes, ensuring organized record-keeping. Maintain thorough records of interviews and new hires, contributing to effective HR processes.

**QBS International WLL, Doha, Qatar**

**Lead Document Controller**

July 2012 - January 2020

Responsible for the effective and efficient document control of all documents, in accordance with the established company procedures.

Upload Technical Documents and Correspondences to EDMS

Distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.

Conducted Document Control training program for new employees.

Prepare Document Filing Structure and forms for new Projects.

**Baytur Insaat Taahhut, Doha QATAR**

**Document Controller**

December 2008 - June 2012

Skillfully establish comprehensive incoming and outgoing registers for various communication modes, including letters and faxes. Expertise extends to project-specific technical documents like Drawings, Material Submittals, RFIs, RFITs, MDS, NCRs, SDRs, and more. Diligently manage both physical and digital copies, ensuring efficient storage, retrieval, archiving, and indexing capabilities for seamless document control and project coordination.

**Kamlesh Plastics, Mumbai, India (Manufacturers of Reprocessed Plastic Powder)**

**ADMINISTRATIVE EXECUTIVE** February 2004 - July 2008

As a vital contributor, I directly assisted the Managing Director and Operations Manager, aiding in decision-making and operational efficiency. I skillfully supervised staff, creating optimal work schedules and delegating tasks judiciously. My role encompassed orchestrating well-organized meetings, harmonizing appointments, and overseeing office supply inventories to sustain seamless office operations.

**A&B Toolers, KINFRA Cochin, India (Manufacturers of Injection and Blow Moulds)**

**ADMINISTRATIVE EXECUTIVE** June 2002 - June 2003

Undertake diverse administrative tasks including organizing and managing files, addressing incoming calls, and managing routine correspondence. Skillfully handle financial transactions by gathering and depositing funds into accounts, along with efficiently managing disbursements for bill payments. Excel in clerical and secretarial functions, encompassing typing, composing minutes and agendas, letter drafting, meticulous filing, and adept utilization of computer systems and software.

# Licenses & Certification

Aconex Getting Started  
Issued by: China Railway Construction Corporation Ltd.  
Issued on: Apr 2023  
Credential ID: DN071-ACX-0032

# My Skills

## MS Excel

- Mastery in MS Excel, including advanced skills in automating tasks through Macros, Power Query, and VBA scripting. Proficient in constructing complex formulas and harnessing Pivot Tables and Slicers to craft insightful reports. Adept at refining data presentation through meticulous formatting, ensuring clarity and precision. Additionally, excellent problem-solving and analytical skills contribute to optimal data manipulation

## ACONEX

- Proficient in ACONEX platform, facilitating seamless project collaboration. Expertise in process mapping, crafting informative flowcharts for efficient task visualization. Adept at designing and managing workflows, ensuring optimized operations. Skilled in uploading and revising documents, handling superseding seamlessly. Proficient in tracking changes, generating insightful reports, and efficiently managing document distributions to mailing groups.

## COMPUTER DATA BASE

- Proficient in computer database management, ensuring swift and efficient document retrieval. Establish and upkeep organized filing systems, both physical and digital, guaranteeing accessibility and orderliness. Adeptly develop and manage comprehensive filing structures, enhancing accessibility and streamlining document management processes.

# Personal Skills

- Work autonomously with minimal supervision while maintaining high productivity. Excel in adaptive learning, swiftly acquiring new skills as required. Proficient in fostering effective team dynamics through adept coordination and collaborative efforts.

Display a remarkable aptitude for rapid comprehension, enhancing efficiency in new task assimilation.

## Education

Bachelor's Degree  
Sree Sankaracharya University  
1997-2000

Pre Degree  
Sree Sankaracharya University  
1995-1997

## Linguistic Proficiency

English	Hindi	Malayalam
★★★★★	★★★★★	★★★★★

 15 November 1979  
 Male  
 Married  
 Indian  
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