



MUHAMMED NAVAS PILATHOTTATHIL

Date of birth: 30/05/1997 | **Nationality:** Indian | **Gender:** Male | **Phone number:**

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ABOUT ME

I'm a proficient Document Controller based in Dubai, UAE, with expertise in Aconex and similar platforms. I excel in managing document control processes, ensuring strict compliance with project procedures. With a keen eye for detail, strong organizational, and communication skills, I have a proven track record of success in document management.

Fluent in English, Hindi, and Malayalam, I bring a well-rounded background in document control, technical skills, and soft skills. My professional journey includes roles like Document Controller at International Foundation Group LLC, and positions such as Data Processor, Team Leader, and Shift Incharge at Unilabs Middle East LLC in Abu Dhabi.

Additionally, I served as an Administrator at Perumanna Medical Centre in Kozhikode, India. Holding relevant licenses and certificates, I am committed to contributing effectively to your team and organization, leveraging my skills and experience in document control and beyond.

WORK EXPERIENCE

01/01/2023 – CURRENT Dubai, United Arab Emirates

DOCUMENT CONTROLLER INTERNATIONAL FOUNDATION GROUP LLC

- Managed Aconex workflows for efficient document management and collaboration, ensuring quality assurance for accuracy and procedural adherence.
- Facilitated project communication, coordinating contract interactions and collaborating with stakeholders for updated information. Managed material requests, procurement collaboration, and ensured cost-effectiveness.
- Utilized various communication channels like phone calls, emails, and formal letters.
- Linked drawings and documents to relevant transmittals, updating technical submissions, design statements, and shop drawing registers.
- Developed templates, maintained document confidentiality, and organized, stored, retrieved, and audited documents.
- Oversaw diverse QA/QC tasks, including raising inspection requests and preparing detailed quality laboratory test reports.
- Maintained work progress spreadsheets, managed administrative duties, and created accurate organizational charts and communication matrices.
- Played a vital role in onboarding new document controllers, providing introductory training on company processes, ensuring proficiency with the Aconex platform.
- Provided technical and IT support.
- Collaborated with surveyors to convert total station machine data into readable documents, ensuring accuracy and completeness. Supplied surveyors with updated and valid drawings to facilitate their work.

Business or Sector Construction | **Department** Document Management | **Email** info@ifguae.com |

Website <https://www.ifguae.com/>

Links <https://youtu.be/dOQ8ZNxHmqY> | https://www.ifguae.com/_files/ugd/846934_32433fb77a4343bd9478e50e3458baae.pdf

20/06/2021 – 15/12/2022 Abu Dhabi, United Arab Emirates

SHIFT INCHARGE UNILABS MIDDLE EAST LLC

- Led a team, fostering collaboration and innovation while motivating members for creative thinking and calculated risk-taking.
- Effectively communicated site capabilities and patient population information to stakeholders.
- Oversaw site initiation, monitoring, and close-out activities to ensure seamless operations.
- Served as the primary point of contact for sponsors, delivering updates on site performance.
- Transferred data from diverse sources, including paper formats, into computer files and databases, ensuring accurate and error-free entry.
- Managed the creation of complex spreadsheets containing large numerical datasets.

- Handled customer inquiries courteously and professionally through phone calls and in-person interactions.
- Supervised housekeeping activities, maintaining a clean and organized work area.
- Conducted training sessions for new site personnel, familiarizing them with company policies and procedures.
- Maintained crowd discipline and efficiently managed token distribution, contributing to smooth operations.

Business or Sector Human health and social work activities | **Department** Data Processing | **Email** infome@unilabs.com |

Website <https://unilabs.ae/>

Link <https://unilabs.ae/our-company/about-unilabs/who-we-are>

01/05/2015 – 30/05/2021 Kozhikode, India

BUSINESS ADMINISTRATOR PERUMANNA MEDICAL CENTRE

- Efficiently managed administrative tasks, including answering calls, taking messages, and assisting visitors.
- Maintained organized files and records for easy retrieval.
- Compiled and managed banking transactions and performed basic bookkeeping tasks.
- Installed, configured, and maintained computer hardware, software, networks, printers, scanners, and CCTV systems.
- Provided prompt technical support to resolve service issues and employee requests.
- Oversaw and ensured the efficient operation of sales assistants, cashiers, and pharmacy staff.
- Managed inventory control, ordering supplies, and verifying expiry dates.
- Maintained attractive and organized product displays and shelves.
- Trained and onboarded new pharmacy employees to adhere to standards.
- Prepared accurate orders, reports, letters, and documents with a strong attention to detail.
- Implemented efficient office supply management practices.

Business or Sector Human health and social work activities | **Department** Management | **Email** pmcperumanna@gmail.com

● EDUCATION AND TRAINING

01/05/2022 – 05/09/2022

GOOGLE IT SUPPORT PROFESSIONAL CERTIFICATE Coursera

Website <https://www.coursera.org/>

01/06/2013 – 04/2015 Kozhikode, India

HIGHER SECONDARY EDUCATION, 12 Government Higher Secondary School

- Biology (Botany and Zoology):** Studied plant and animal taxonomy, anatomy, ecology, genetics, and conservation.
- Mathematics (All Sections):** Covered algebra, calculus, geometry, statistics, and discrete mathematics.
- Chemistry:** Explored chemical nomenclature, bonding, reactions, and laboratory techniques.
- Physics:** Examined classical and quantum physics, electromagnetism, and relativity.
- English Language:** Focused on grammar, writing, reading comprehension, and literary analysis.

Website <https://schools.org.in/kozhikode/32041501501/g-h-s-s-kuttikkattoor.html> |

Field of study Inter-disciplinary programmes and qualifications involving natural sciences, mathematics and statistics |

Valid until 31/12/2033

01/05/2015 – 31/01/2020 Online, India

CERTIFICATE COURSE IN ENTREPRENEURSHIP Sridhar Raju Centre for IT and the Networked Economy at Indian School of Business and CSC Academy

Website <https://www.isb.edu/en.html>

01/04/2015 – 31/05/2015 Kozhikode, India

CERTIFICATE COURSE IN GRAPHIC DESIGNING, PHOTOSHOP & ILLUSTRATOR G-TEC Computer Education

Website <https://www.gteceducation.com/>

● LANGUAGE SKILLS

Mother tongue(s): **MALAYALAM**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
HINDI	C2	B1	B2	C2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

microsoft team | aconex | Google Drive | dome connect | Social Media | Microsoft Powerpoint | Team-work oriented | Microsoft Word | Google Docs | adobe acrobat editor | adobe photoshop | Skype | Microsoft Office | cyberlink power director | Gmail | Zoom | microsoft visual studio code | Good listener and communicator | Microsoft Excel | web design basics | Decision-making | database management basics (dbms) | audacity | chat gpt | Database : MySQL(basic) | • Revit (Beginner) | Diseño Web: HTML5, XML, CSS3, RWD, SCSS | AUTOCAD

ADDITIONAL INFORMATION

DRIVING LICENCE

Driving Licence: A

Driving Licence: B

PROJECTS

Enabling works for Mangrove Residences at Expo City Dubai Client : Expo City Dubai

Project Management Consultant : Jacobs & Mace joint venture

Design Consultant : ZUTARI

Platforms used : Aconex, Dome Connect, Microsoft Sharepoint

Link <https://youtu.be/x3wgGVOejtk?si=hQjOJ0aVOUDjnssl>

Enabling works for Residential Buildings at Central Park at City Walk Phase 5 Location : Dubai, United Arab Emirates

Client : Dubai Holding Real Estate

Consultants : Dewan Architects + Engineers, Arif & Bintok Consulting

Projects : Castleton Residential building, Forest Residential Building, Myrtle Residential Building, Celadon Residential Building.

Link <https://youtu.be/9raUSLqNyts?si=4kldSTdKby1Oe6xB>

Enabling works for AZIZI Sheikh Zayed Tower - Dubai's second tallest skyscraper in Q3 2018 Location : Dubai , United Arab Emirates

Client : AZIZI Developments

Consulting contractor : Gardinia contracting

Link <https://www.facebook.com/DubaiEye103.8/videos/the-second-tallest-tower-in-the-world-is-coming-to-dubais-sheikh-zayed-road-cour/793867529113544/>