

# MUHAMMED NAVAS PILATHOTTATHIL

SENIOR DOCUMENT CONTROLLER | ORACLE ACONEX SPECIALIST

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## PROFESSIONAL SUMMARY

Senior Document Controller with over 10 years of administrative and construction documentation experience, including ~5 years in the UAE. Specialized in Oracle Aconex and full document lifecycle management submission, review, approval, revision control, and handing Over procedures. Proven ability to enhance approval turnaround, retrieval speed, and compliance across Civil, MEP, Infrastructure, and HSE projects. Skilled in team leadership, training, and PMC/consultant coordination, ensuring seamless project communication and document traceability.

## CORE COMPETENCIES, TOOLS & TECHNICAL PROFICIENCY

Oracle Aconex Expert | EDMS/DMS| SOP's | Microsoft Power BI | Primavera Unifier Basics | DOME Connect | MS Office (Excel, Word, PowerPoint, Outlook) | SharePoint & Teams | Adobe Acrobat - PDF Editing/Markups | AutoCAD & Revit (Basic) | Database Management/ DBMS | Windows & Linux | Typing Speed: 50+ WPM | Transmittals & Workflows | QA/QC & Contract Compliance | Revision & Version Control | Metadata & Coding Standards | Document Numbering & Filing Systems | Correspondence & Letters | Procurement & Technical Documentation Consultant/PMC Coordination | Handover & Project Close-Out | Training & Onboarding.

## PROFESSIONAL EXPERIENCE

**FIBREX CONSTRUCTION GROUP, DUBAI, UAE – MAIN CONTRACTOR**

### **PROJECT DOCUMENT CONTROLLER | APR 2025 – PRESENT**

**Key Project:** District One West – Villas, Enabling Works, Building, Infrastructure & All Associated Works at Mohammed Bin Rashid City (**Client:** Meydan/Dubai Holding; **Consultants/PMC:** WSA, AECOM & Hill International)

- Managed the full document control lifecycle for multi-disciplinary projects (Civil, MEP, Infrastructure, Commercial), ensuring QA/QC, HSE, and contractual compliance.
- Administered Oracle Aconex, including workflows, transmittals, submittals, revision control, approvals, and consultant/PMC comment distribution.
- Processed technical documentation such as Shop Drawings, Material Submittals, Method Statements, RFIs, Pre-Qualifications, Calculations, Test Reports, As-Built Drawings, and O&M Manuals, along with daily/weekly/monthly reporting.
- Managed Inspection Requests (IRs), NCRs, and SORs for Civil, MEP, Infrastructure, and HSE departments.
- Prepared, processed, and controlled all letters, memos, correspondence, payment applications, variation orders, financial/contract documents, and baseline program submissions, ensuring all related registers and logs were accurately maintained.
- Maintained accurate trackers, logs, and metadata to ensure complete document traceability, compliance, and easy retrieval.
- Developed SOPs, standard forms, templates, and MEP clearance trackers, improving workflow efficiency and reducing approval turnaround times.
- Coordinated with Consultants, Subcontractors, and Contractors to ensure timely submissions, approvals, clarifications, and resolution of documentation issues.
- Trained and mentored new Document Controllers in Aconex and document management procedures, strengthening team capability and consistency.

**DOCUMENT CONTROLLER | APR 2023 – APR 2025**

**Projects:** Central Park at City Walk (Thyme, Celadon, Castleton, Central Park Plaza); Expo City Dubai (Mangrove Residences & Sky Residences); Palm Jumeirah (Orla Infinity & Alba Residences); Azizi Sheikh Zayed Tower; Eywa Residences.

**Clients:** Dubai Holding Real Estate (DHRE), OMNIYAT, Deyaar Development, Azizi Developments, Expo City Dubai, R•EVOLUTION.

**Consultants/PMC:** AE7, Jacobs, Mace, Dewan Architects + Engineers, Arif & Bintoak, Jouzy, Zutari, P&T Egis, Engineering Consultants Group (EDCG), Brewer Smith Brewer Group (BSBG), Omnium, DG Jones.

- Administered Aconex submissions: shop drawings, material submittals, method statements, NCRs/SORs, RFIs, MIRs, and WIRs.
- Maintained document numbering, revision control, metadata standards, and registers to improve retrieval efficiency.
- Coordinated with consultants and PMC teams for timely approvals and comment closures.
- Implemented standardized templates, SOPs, and process improvements for submissions and tracking.
- Prepared inspection requests, QA/QC documentation, progress trackers (piling, excavation), NOC trackers, HSE documents, signage, interim payment applications, and tax invoices.
- Managed project costing/QS activities: concrete, steel, and excavation trackers; manpower, equipment, and material trackers; material requests; coordination with suppliers.
- Handled gate pass approvals and project handover documentation, including guarantees, warranties, authority approvals, and NOCs.
- Trained junior document controllers and prepared daily, weekly, and monthly reports.

**UNILABS MIDDLE EAST, ABU DHABI, UAE**

**TEAM LEADER (OPERATIONS & DATA CONTROL) | MAR 2021 – NOV 2022**

- Led multi-site data control operations, ensuring high accuracy in records processing and reporting. Supervised and mentored team members to enhance efficiency and compliance, while developing and implementing SOPs for data entry, verification, and backups. Managed data retrieval, database maintenance, and electronic filing systems, ensuring audit-readiness and compliance of all records and reports. Coordinated daily operations, delegated tasks, and monitored team performance across sites.

**PERUMANNA MEDICAL CENTRE, KOZHIKODE, INDIA**

**CLINIC ADMINISTRATOR & PHARMACY MANAGER | MAR 2015 – OCT 2020**

- Managed daily clinic operations, overseeing patient records, appointments, and pharmacy inventory while implementing a document management system (DMS) for accurate and auditable records. Supervised and trained staff, coordinated schedules, delegated tasks, and ensured compliance with clinic protocols, health standards, and regulations. Maintained inventory controls, procurement records, and cycle counts, while supporting IT operations, reporting, and management dashboards.

**EDUCATION & CERTIFICATIONS**

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- ✓ Higher Secondary Education (Science) – GHSS Kuttikkattoor, Kerala, India
- ✓ **Oracle Aconex** Accredited Professional & Specialist Badges (Oracle University)
- ✓ **Microsoft Power BI** - Simplilearn
- ✓ **Google IT Support** Professional Certificate
- ✓ Complete Cisco CCNA 200-301 Course (**Networking & Cyber security**)
- ✓ Certificate in **Graphic Designing** (Photoshop/Illustrator/CorelDraw)

**ADDITIONAL INFORMATION**

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- ✓ **Driving Licenses:** Valid UAE Light Vehicle and India Light Vehicle.
- ✓ Languages: English, Hindi/Urdu, Malayalam (Native), Arabic Basic Understanding.