

# PARMANAND KUMAR RAM

## *Document Controller*

*Qatar | Cell: +974 50885240 | Email: prem.pk86@gmail.com*

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### OBJECTIVE

Determined to accomplish the challenging tasks in a dynamic and progressive organization offering ample opportunities of diversified exposure and enhancement of knowledge and offering career growth in Document Control. Now looking to make a continued and significant contribution for a company that needs a multi-skilled and multi-tasking within a team working environment.

### COREBEHAVIOR AND PROFESSIONAL COMPETENCIES

- Strong Control of online data management system (Aconex, Eb, Primavera Expedition)
- Engineering Documents & Records Management (Design/Project & Construction Management / Construction Supervision/Civil/Infrastructure)
- Document Management Needs Analysis & Identification
- Access Control
- Archiving/Records Storage
- Document handover/Close-out
- Document Control Audits & Corrective Actions
- Electronic Document Management Systems
- Cross-functional collaboration
- Document control and data management
- Acting with speed, agility and pragmatism
- Excellent understanding of DC process

### PROFESSIONAL EXPERIENCE (13 Years)

**PROJECT DOCUMENT CONTROL**  
AJB Contracting LLC

**LOCATION: Doha, Qatar**  
*July 1st, 2018 to Present*

- Projects:**
- 1. Doha Oasis Mixed Use Project**
  - 2. Al Wakrah Stadium & Precinct Main Works and Master Plan**
  - 3. Education City Stadium**
  - 4. Development of ISF Camp at Al Duhail**

*Responsibilities include:*

- Manage and maintain project specific Master Document Register of engineering documents (design and construction), correspondence and vendor documents.
- Supervise and control receipt, transmission, registration and maintenance of detailed record of all project documents from concept through construction stage.
- Run status reports of design submissions, outstanding actions, track correspondence and their responses using electronic document management system.
- Generate transmittals and dispatch documents.
- Record document flow between project participants.
- Supervise maintenance of project filing system assuring Technical project documents, internal and external correspondence are securely filed and easily retrieved.

- Provide tips and guidance to document controllers across all projects.

**PROJECT DOCUMENT CONTROL**  
**Orient Spirit Trading & Contracting Co.**

**LOCATION: Doha, Qatar**  
**May 13, 2017 to 15 Jun 2018**

**Projects: Road and Infrastructure in Doha Industrial Area (Package 2)**

*Responsibilities include:*

- Coordinating with Site Engineers and Supervisors for Preparation of Inspection Requests.
- Coordination with QA/QC to closeout comments for Inspection Requests.
- Updating INR logs and their electronic copies for Invoice.
- Chasing with Technical Team for Shop Drawings preparation and Submission.
- Chasing and follow-up with suppliers for material and other issues.
- Checking all the submissions before transmitting to Client or Subcontractors.
- Manage and maintain project specific Master Document Register of engineering documents (design and construction), correspondence and vendor documents.
- Supervise and control receipt, transmission, registration and maintenance of detailed record of all project documents from concept through construction stage.
- Run status reports of design submissions, outstanding actions, track correspondence and their responses using electronic document management system.
- Generate transmittals, Submittals to dispatch documents for submission
- Record document flow between project participants.
- Supervise maintenance of project filing system assuring Technical project documents, internal and external correspondence are securely filed and easily retrieved.
- Provide tips and guidance to document controllers across all projects.
- Others/additional tasks may be delegated to meet organization's objectives.

**DOCUMENT CONTROL COORDINATOR**  
**AKTOR S.A**

**LOCATION: Doha, Qatar**  
**Feb 18, 2013 to 06 July 2015**

**Projects: New Doha International Airport**  
**CP 94, CP26, CP11 and BUATC (Backup Approach and Training Center)**

*Responsibilities include:*

- Checking all the submissions before transmitting to Client or Subcontractors.
- Checking and controlling online data server (**aconex, Eb and Expedition Servers**)
- Manage and maintain project specific Master Document Register of engineering documents (design and construction), correspondence and vendor documents.
- Supervise and control receipt, transmission, registration and maintenance of detailed record of all project documents from concept through construction stage.
- Run status reports of design submissions, outstanding actions, track correspondence and their responses using electronic document management system.
- Generate transmittals, Submittals to dispatch documents for submission
- Generate CTIs (Construction Technical Inquiries) through online System (CTI System & Expedition)

- Record document flow between project participants.
- Supervise maintenance of project filing system assuring Technical project documents, internal and external correspondence are securely filed and easily retrieved.
- Provide tips and guidance to document controllers across all projects.
- Others/additional tasks may be delegated to meet organization's objectives.

**LEAD DOCUMENT CONTROLLER**  
Krantz Engineers

**LOCATION: Doha, Qatar**  
**Aug 28, 2011 to Feb 18, 2013**

**Project : Ras Laffan Emergency & Safety College**

*Responsibilities include:*

- Manage and maintain project specific Master Document Register of engineering documents (design and construction), correspondence and vendor documents.
- Supervise and control receipt, transmission, registration and maintenance of detailed record of all project documents from concept through construction stage.
- Run status reports of design submissions, outstanding actions, track correspondence and their responses using electronic document management system.
- Generate transmittals and dispatch documents.
- Record document flow between project participants.
- Supervise maintenance of project filing system assuring Technical project documents, internal and external correspondence are securely filed and easily retrieved.
- Provide tips and guidance to document controllers across all projects.

**DOCUMENT CONTROLLER**  
CDC-Takenaka JV

**LOCATION: Doha, Qatar**  
**Dec 18, 2006 to Aug 18, 2011**

**Project: New Doha International Airport (CP19 - Emiri Terminal, Parking Structure and Mosque)**

*Responsibilities include:*

- Classified and accurately registered all incoming and outgoing correspondence, contract documents and records, engineering documents and drawings, Requests for Information (R.F.I), material submittals.
- Maintained Master Document Registers for monitoring of shop drawing transmittals, material submittals, RFI.
- Issued drawings and documents for Client's / Consultant's review and approval.
- Examined documents and drawings to verify completeness and accuracy.
- Incorporated changes to computerized or manual records, released documents, and notified affected departments.
- Evaluated document control process and suggested modifications for effective document management to suit Client/Consultant requirements.
- Handles all office works and Correspondences.
- Assuring the filing and archiving of the As Built drawings (soft & hard Copies) of many projects.
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.

- Maintain the files and control logs as required by the projects.
- File and archive key documents issued by the Projects during the tendering phase (Invitation to Tender , RFP , RFQ , Circulars)
- Distribute and update controlled documents to various parties.
- Provide assistance to project members regarding use of Documents Management System, EDMS
- To ensure that large volumes of documents are processed and ultimately archived in an efficient fully traceable manner.
- Managing the incoming and outgoing documents (Drawings, Specifications, Reports, MOM, and Correspondences ...etc) for several projects.
- Managing and follow up of the Finance Documents (Insurance Policy, Performance bond and invoices, etc.) with various parties (Quantity Surveyors, and Finance Department).

## **SOFTWARE SKILL**

- Online Electronic Data Management System- *Aconex, eB Web 14.4 & Primavera Contract Management®(Expedition)*
- Complete exposure in a computer working environment - Operating Systems: Windows-8, Windows 10 (MS OFFICE - MS Word, MS Excel, MS PowerPoint, MS Access, MS Outlook, MS FrontPage)

## **PERSONAL SKILLS**

- Strong command on MS Office suite packages i.e, (Excel, Word, Power point )
- A confident and enthusiastic communicator.
- Flexibility and capable of multi-tasking and endurance to success in a start-up environment.
- Veteran in managing/coordination of existing / new business
- Able to work on own and in a team, grasp and work with a variety of new concepts and ideas
- Excellence in presentation, communication & flawless interactive skills and can work well with a wide variety of people
- Having good working relationship with other department and management teams
- Familiarity of statistical packages, databases and spreadsheets
- Well versed with computer programs to assist in project support services.
- Experience in handling of web-based management systems

## **PERSONNEL DISPOSITION**

- Flexible & Adaptable
- Target Oriented
- Strong Leadership
- Excellent Team Work
- Motivated to meet deadlines
- Organized and self-motivated
- Excellent Interpersonal Relationship (PR)

## **LINGUISTIC SKILLS** *(Written, verbal & listening)*

English, Hindi

## EDUCATION

Diploma in Mechanical Engineering : Navin Government Polytechnic, India  
High School : Mukhi Ram High School, Thawe, India

## PERSONAL DETAILS

Date of Birth : 14-08-1986  
Passport No. : M6022682  
Place of Issue : Doha, Qatar  
Date of Issue : 19-05-2015  
Date of expiry : 18-05-2025  
Visa Status : Work Visa (NOC Available)  
Date of expiry : 08-06-2023