



BHARATHI BASKARAN

Project Document Management / Sr. Document Controller

Current Company: Al Jaber Engineering W.L.L

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TRAININGS & CERTIFICATIONS

- Computer Hardware & Networking from ACCEL ACADEMY (Govt. Recognized), Madurai - India
- Microsoft Certified System Administrator from Tandem ACADAMY (Govt. Recognized), Madurai – India
- Primavera Contract Management System (PCM) – EDMS from MICA, Qatar
- Aconex - EDMS



LANGUAGES

- English
- Tamil
- Hindi (Speak)
- Malayalam (Speak)
- Arabic (Beginner Speak)



EDUCATION

2002 DCTE from Kamarajar University, Madurai – India



DRIVING LICENSE

- Valid Qatar Driving License (01-11-2027)



REFERENCE



SKILLS & ENDORSEMENT

- Attention to Detail
- Organizational Skills
- Communication Skills
- Version Control
- Quality Management
- Problem Solving Skills
- Adaptability
- Time Management
- Confidentiality
- Documentation Control
- Project Management
- Reporting & Documentation
- Installation & Configuration
- Maintenance
- Client Relationship Management
- Team Management



IT SKILLS

- MS-Office, Windows 10 and 11
- Adobe Acrobat Professional X Series
- Assembling System

Name	Position	Company	Contact
Mrs. Amr Sabry	Project Director	Metito Overseas Qatar	+974 55824081 amr.sabry@metito.com
Mr. Feroz Latif Shaikh	Head of Document Control	AlJaber Engineering Company W.L.L	+974 66228217 fshaikh@jec.qa
Mr. Jayaprakash Pillai	Document Control Specialist	AlJaber Engineering Company W.L.L	+974 6668 6809 jpillai@jec.qa



SUMMARY

A meticulous and highly competent **Sr. Document Controller** with a track record of achieving best results in 16 years of my successful career. I have in-depth knowledge of Electronic Document Management Systems (EDMS) viz. Primavera Expedition. I am skilled in Document Management accordingly to established procedures or standards (documents numbering, formats, issuance, review, dispatch, recording and archiving. I am liaising with engineers, contractors and project supervising consultants, field engineering coordinators, subcontractors and client.

Gained a significant exposure in communicating and liaising with Project Teams, Suppliers/3rd parties to agree standards, systems, and efficient flow of documentation, handover and close-out of Project activity to ensure consistency in document control as required. I am also adroit establishing ISO Quality Standard system on archiving correspondence, documents and drawings. Well-acquainted in working with all records, policies and publications pertaining to the investment & portfolio management. Acute in preparing returns to the registrar of companies & maintaining filing system. I gained experience in heading the responsibility of preparing and implementing document control procedure as per project requirements. I specialize in producing internal and external (Clients and Suppliers) over-due reports.

My outstanding interpersonal and communications skills along with my positive attitude are major assets that have helped me surpass expectations in this profession. I am seeking the next challenge in my successful career and would be very happy to work for a company where my abilities can be put to good use.



EXPERIENCE

2 Dec' 18 – Till Date

Al Jaber Engineering W.L.L as Sr. Document Controller
Project: Head Office

Key Result Areas:

- Archived all the Contract / Technical documents from various projects.
- Embellishing timely distributions to the appropriate entities within the company top management i.e., Department head/directors, Project Managers
- Dispatch Contract Agreements to the concerned subcontractors / Suppliers.
- Pivotal in controlling and monitoring proper storage & retrieval of latest revisions of documents, drawings & separately store the superseded older versions.
- Designed and developed the document distribution matrix, electronic distribution as per the project requirement & as approved by the project management.
- Effectively compiled data for historical purposes and ensure that the latest documents & revisions are archived in DCC in a secured storage area and store the superseded documents separately.
- Built and maintained DCC up to date archiving system & meets with the frequent Internal QA audits & client's QA team audits.
- Keen-eyed on inspecting project documents for completeness, data accuracy & resolves discrepancies with document originators, Supervised and organized the on-site document control system, provided guidance.
- Worked with key management personnel to analyze & implement specific system requirements based on project needs.

24 Aug'16 – 1st Dec' 18

GEC Contracting Services & Trading (Formerly Abdulla Nass Group Company) as Document Controller
Project: Supply, Installation & Maintenance of Flow Monitoring System for Surface / Ground Water / Foul Sewer Networks

Client: PWA – DNO & M

Key Result Areas:

- Steer efforts in assuring proper receiving, dispatching of correspondence; maintaining documents/drawing to the client & third parties.
- Embellishing timely distributions to the appropriate entities within the company
- Accountable for preparing: Daily reports as per the data from the engineers / supervisors and SCADA Datagate, Correspondences / submit to the client after approval from Project Manager / Engineer
- Pre-survey / site installation reports coordination with Engineer
- Pivotal in controlling and monitoring proper storage & retrieval of latest revisions of documents, drawings & separately store the superseded older versions.
- Significantly regularly updating the document / correspondence registers

Nov'09 – Aug'16

Al Jaber Engineering L.L.C (ISO 9001)

Project Undertaken:

Project: Refurbishing and Upgrading Works for Various Pumping Stations (Phase 8)

Position: Document Controller

Client: Parsons International Ltd., / Ashghal – PWA

Duration: May'11 – Aug'16

Key Result Areas:

- Spearheaded the responsibility of updating DMS (Primavera Expedition 13.0) & archived project's technical documents, drawings in a timely manner.
- Supervise and control the storage, archiving & retrieval of correspondence, drawings and documents both in hard and soft copies in the project's central filing system in line with the project requirements.
- Clogged the unintended use of obsolete documents & apply suitable identification to the purpose of retained for any purpose.
- Verified and handled the document control center complies to the requirements as specified in the contract document. Meticulously maintaining a track record of the documents which are pending with engineers, contractors and project supervising consultants
- Judiciously heading the final turnover documentation of the as-built drawings & project dossier

Project: Design & Construction of 1200mm Transmission Main from Rakhiya Farm to Doha West STW (Oil & Gas Pipeline + Sewage) as Document Controller

Duration: Nov'09 – Apr'11

Key Result Areas:

- Successfully registered all project records and setting up proper filing systems (documents, drawings and correspondence).
- Pivotal in preparing design & construction submission packages, approved and commented packages (drawings and documents) to the contractors & clients.
- Supervised and organized the on-site document control system, provided guidance.
- Actively provided support & training to the team members (with a total manpower of 4 members who were under my direct supervision) of different nationalities to perform efficiently.

Jul'07 – Aug'09

Al Jaber Engineering L.L.C Joint Venture with Al Habtoor Engineering L.L.C as Secretary

Project: Dubai Tower – Doha, Qatar

Duration: Jul'07 – Aug'09

Project Value: 2.3 billion Qatari Riyal (US\$620 million)

Description: Dubai Towers - Doha is a tall skyscraper with a roof height of 400 metres (Spire height 437 metres) under construction in Doha, Qatar. Dubai Towers

Key Result Areas:

- Superseded the logging of project technical documents, drawings & correspondence on document control system. Assisted in implementing and assuring the timely close out of the Request for Information (RIFs), various types of Queries (for different kinds of projects) such as Technical Queries (TQs)

Nov'05 – May'07

Seayali Systems / Priya Computers, India as Computer Hardware & Networking Engineer

Key Result Areas:

- Independently configure all devices in Windows Operating Systems (98, ME, XP, VISTA, Windows 2000, 2003, 7, 8 & 10)
- Actively performed the installation of all Operating systems, all types of Software & Peripherals
- Accountable for:
 - Assembling and troubleshooting all kinds of PC
 - Working on the Computer System through different diagnostic software's
 - Examining and formulating the new product in IT Industry

Apr'02 – Oct'05

Kesava Castings as Secretary cum IT Specialist

Key Result Areas:

- Directed all activities related to secretarial & administrative guidance to the Manager.
- Significantly conducting appointments, organizing interviews and attending visitors
- Managed telephone calls, incoming and outgoing mail and correspondences.
- Accountable for installing operating systems, all types of software and peripherals for the PC