



NARENDER SINGH

Current Post: **Document Controller**

QUALIFICATIONS:

- ❖ SSC Passed from C.B.S.E Board in 1994
- ❖ HSC Passed from C.B.S.E Board in 1996
- ❖ Graduate in Bachelor of Arts & Humanities from Delhi University in 2001 (Regular)
- ❖ 2 yrs. Diploma in Computer Application from Reputed Institute.

PROJECT DELIVERY OF:

- ❖ Hydro Projects, Multi-storeys
- ❖ Events, Museums & Expositions
- ❖ Hospitality, Commercial, Solar Projects
- ❖ Residential & Data Centre
- ❖ Master Planning Infrastructure

SKILLS:

- ❖ Good Communication
- ❖ Detail Oriented
- ❖ Respect to Privacy
- ❖ Well-Organized
- ❖ Good Time Management
- ❖ Quality Driven
- ❖ Good Filing Skills
- ❖ Solid Data Entry Skill
- ❖ Record Management Abilities
- ❖ Archiving Abilities

Contact Details:

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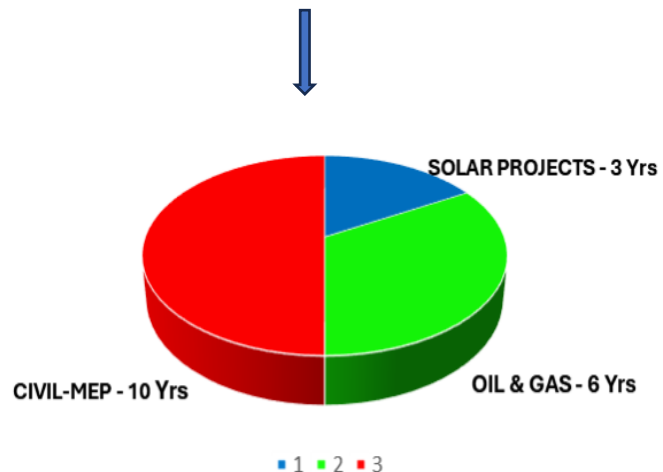
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Summary

- ❖ Highly dynamic & effervescent professional with 15+ years of rich and Productive experience in Document Controlling & General Administration.
- ❖ Proficient in handling multiple tasks and projects simultaneously in challenging environments. A proactive learner with a flair for adopting emerging trends & addressing industry requirements to achieve organizational objectives & profitability norms.

YEAR OF EXPERIENCE (PROJECT SECTOR WISE)





Oct'19 – Present **M/s. D S PROJECTS (INDIA) LTD.**
Present Designation **Proj. Document Controller**
Present Industry **Construction – Civil MEP**
Present Client **R.K. GLOBAL**
Present Location **Gurugram, India**



- ❖ Ensure that all controlled Quality documents related to the Project are maintained to the latest issue, and that these documents are made available at all locations where operations essential to the effective functioning of the Quality Management System are performed.
- ❖ Maintain all Types of Documents Soft Copy & Hard Copies (Master Copy of Engineering Drawings, Technical Query, RFI, Site Instruction, Field memorandum, MOM, Site Procedures, Specifications, Data Sheets, Consultant Drawings, ITR, and Method Statements).
- ❖ Upload all project documentation into company database (**ONE DRIVE**) for tracking and expediting purposes.
- ❖ Control all Incoming and Outgoing Drawings / Documents etc. Ensure timely issuance & distribution of all the Drawings / Documents with correct revisions to all parties.
- ❖ Prepared and Maintained “**MASTER DOCUMENT LIST**” identifying outstanding submittal by company, outstanding review required by company on client comment, outstanding comment by clients including the current status of all drawings, specifications, procedures, ITP, etc. with the date issued, date received comments, and approve status.
- ❖ Composes, edits, and prepares correspondence. Provides regular proficient word processing to regular activities and assigned tasks such as typing letters and correspondence from draft of corrected copy. Copies and distributes as necessary information required and/or directed.
- ❖ Collecting inputs from clients & listing out the Documents and documenting the project details.
- ❖ Bring up quality forms, checklists as and when needed in coordination with QA/QC Engineer for technical aspects.



Aug'17 – Sep' 19 **M/s. SERLING & WILSON**
Previous Designation **Deputy Document Controller**
Previous Industry **World Larges Solar Project_1177MW**
Previous Client **Noor Abu Dhabi Government**
Previous Location **UAE – ALAIN**



- ❖ Follow up, expedite and record all incoming and outgoing correspondents through Document Control Index.
- ❖ Review and edit all control documents to ensure conformity with agreed standards, including format, style and consistency of information.
- ❖ Observe confidentiality; maintain adequate documentation security to ensure the protection and control of confidential information.
- ❖ Manage Document Control activities and maintain efficient document control procedures.
- ❖ Upload all project documentation into company database (**SHAREPOINT**) for tracking and expediting purposes.
- ❖ Preparing Letters, transmittals, recording reference number to correspondence according to the company technical document identification standard
- ❖ Provide a complete filing system soft and hard and maintain it in an updated state at all times.
- ❖ Tracking the pending documents through weekly progress reports & notifying the involved party for tacking appropriate action on the pending documents
- ❖ Providing ECMS training to internal and external project participants, like Client's team, and Supplier / Subcontractors.
- ❖ Experience with workflows, packaging, document configuration management
- ❖ Ability to analyse and solve problems, in dynamic work environment.
- ❖ Work process mapping and procedures/guidelines/training material development



Mar'13 – Jun'17
Previous Designation M/s. ARCHIRODON CONST.
Previous Industry Eng. Document Controller
Previous Client Oil & Gas – Marine & Offshore
Previous Location Qatar Petroleum
UAE – Abu Dhabi



- ❖ Scrutinize and input document data in engineering document registers, ensuring that the information entered is accurate and up to date at all times.
- ❖ Controlling of Engineering documents such as specifications, drawings, Project Quality procedures & Plan, Weekly & Monthly Reports, design queries etc. etc.
- ❖ Monitor proper classification & sorting of documents, archiving and retrieval in accordance with project document procedure.
- ❖ Liaise with QA/QC Manager in formulating procedures and work flows in line with the Project requirement.
- ❖ Responsible for uploading all the document, Engineering drawings, Reports etc. etc. in our EDMS system **(CADAC)** and also in Client's EDMS system **(ASSAI)**
- ❖ Responsible for all project documents, transmittals, submittals and correspondences and ensures proper distribution.
- ❖ Manual follow up with the client's internal team to get an expected schedule for all pending documents and export of As-built files in the customer required format.
- ❖ Reporting errors or developments in our documentation & maintaining the security of confidential documents.



Jul'10 – Feb'13
Previous Designation M/s. FLUOR DANIEL
Previous Industry DFO Document Controller
Previous Client Oil & Gas (EPCG)
Previous Location Exxon Mobil – Chavvy OPF Expan.)
Gurugram, India



- ❖ Receiving Documents/Drawings from Client through Project on line (POL); Documents / Drawings distributed to the Departments, stamped with the receive date and marked for distribution, for action / information as appropriate.
- ❖ Upload all project documentation into company database **(PROARC)** for tracking and expediting purposes, engineering requisitions & project files.
- ❖ Responsible to DFO for all Documentation for Operations (DFO) activities to secure timely handover of required documentation and information to Operation as outlined in contract, specifications, regulations and plans.
- ❖ Effectively follow the company's standard operating procedures in submissions of documents. Submitting corporate documents punctually and with quality. Prepare Coversheets, Spines, supplier Information sheets, Review Endorsement Certificate, Tag Reference taking information from Purchase Order for Vendor Mechanical Catalogue (VMC), Manufacturing Record Book (MRB) & Russian Vendor Document (RVD).
- ❖ Maintain lines of communication with the operations organization throughout the project duration Develop DFO procedures and workflows; assist the Senior DFO Coordinator as required.
- ❖ To liaise with and distribute project related information with all levels of the project team and potentially external parties.



Apr'07 - Apr'10
Previous Designation M/s. VOLTAS LTD.
Previous Industry Site Document Controller
Previous Client Civil MEP Projects
Previous Location Barwa – Qatar Government
Doha - Qatar



- ❖ Control & maintain the system for issuance recording / filing, tracking, Retrieval of documents like procedures, plans, QA/QC records, Specifications, drawings and related documents.
- ❖ Ensure that all obsolete documents shall be withdrawn and stamped '**Superseded**' if retained for record purposes.
- ❖ Responsibilities include record keeping, all documents such as specification procedures, inspection schedule and records, surveillance report, inspection release notice and quality records book with numbering system according to project filing procedure. Handling of all engineering documents. Controlling all records and sub-contractors' documents.
- ❖ Upload all project documentation into company database (**ACONEX**) for tracking and expediting purposes.
- ❖ Maintain documentation for projects under taken by Contracting Division making in use the project numbering system for easy traceability and proper filing (soft and hard copy).



Aug'02 – Mar'07
Previous Designation M/s. COSMIC GROUP
Previous Industry Administrative Assistant
Previous Client Civil – Dams, Highways, Roads.
Previous Location N. K Engineering
New Delhi, India



- ❖ Provides administration, secretarial support that includes the organization of file systems and related data support to the maintenance of document management systems and integrity of the filing systems and related retrieval.
- ❖ Primary administrative support to the setup, classification, and maintenance of office and corporate files. Locates materials as necessary, records classifications, compilation and posting of necessary information in accordance to company requirements or direction.
- ❖ Assists in maintaining the correct resources of periodicals, library, and technical resource information according to company or project requirements.
- ❖ Supervising administration related activities including Infrastructure management, facilities planning, security and management of different logs as well as monthly reports & follow guidelines set by the department.
- ❖ Making personal files of all new employees & keeping it in a safe custody.
- ❖ Establishing and implementing new procedures & maintaining the security of confidential documents.

DECLARATION:- I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

NARENDER SINGH