



# KAVIYA DHARSHAN

## SELVAKUMARAN

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✉ kaviyadharshan@outlook.com

### ABOUT ME

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Qualified **Technical Document Controller** with a strong focus on **accuracy, efficiency, and confidentiality** in document management. Seeking a dynamic role where I can apply my skills and experience to support project teams and contribute to organizational growth through active participation and continuous improvement.

### SKILLS

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- Very energetic result oriented and organized.
- Efficient and well-behaved person.
- Extremely hardworking, self-motivated and able to work independently in a team environment under supervision.
- Keep excellent interpersonal relations with colleagues and ready to help them.

### PERSONAL INFORMATION

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**Date of Birth** : 27.11.1993  
**Nationality** : Sri-Lankan  
**Gender** : Male  
**Religion** : Hinduism  
**Marital Status** : Single  
**Native Address** : No.22 4/1, Aponsu Mawatha, Dehiwala – Mount Lavinia, Sri Lanka.  
**Current Address** : Building No. 18, Zone 56, Street 432, Abu Hamour, Doha- Qatar  
**QID No. / Visa No.** : 29314409083  
**Passport No.** : N8813229 (Valid Until - 14-08-2030)

### EDUCATIONAL & ACEDEMICAL QUALIFICATIONS

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Completed **G.C.E Ordinary Level** in 2009  
at Colombo Vivekananda National College Sri Lanka.

<b>[28<sup>th</sup> Sept 2010]</b>	[Diploma in Computerized Accounting] [I.S.S.Computer Systems]
<b>Grade achieved:</b>	<b>[A]</b>
<b>[1<sup>st</sup> Nov 2008]</b>	[Diploma in Computer Hardware Engineering] [British Informatics of Computer Technology]
<b>Grade achieved:</b>	<b>[A]</b>
<b>[9<sup>th</sup> Oct 2006]</b>	[Diploma in MS OFFICE] [I.S.S.Computer Systems]
<b>Grade achieved:</b>	<b>[D]</b>

## OTHER QUALIFICATION

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- Certificate with **Basic First Aider with CPR** at Q SAFE for Technical & Professional Training - Qatar
- Certificate with **Fire Awareness & Fire Fighting** at General Administration of Civil Defence - Qatar

## WORKING EXPERIENCE

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### ● Technical Document Controller (MEICA)

Oct 2021 – Sept 2024

Abu Adel Engineering & Mechanical Services WLL. (Qatar)

#### Job Responsibility

- Maintain and control the flow of technical documentation (drawings, RFIs, submittals, method statements, ITP's, etc.) in accordance with MEI's document control procedures.
- Receive, log, track, and distribute all incoming and outgoing project documents.
- Review documents for accuracy and compliance with company and project standards.
- Ensure timely retrieval of documents for internal teams and external stakeholders.
- Organize and archive project records for easy future access and audit compliance.
- Interface with project teams to coordinate and resolve documentation issues.
- Support the implementation and maintenance of the Document Management System (DMS).
- Prepare document control reports, transmittals, and status logs for management review.
- Conduct periodic audits to ensure document integrity and adherence to documentation protocols.

#### Project Variation Cost Assessments

- Analyze final approved shop drawings issued by the client to identify any deviations or changes from the original contract scope.
- Collaborate with project engineers, quantity surveyors, and procurement teams to evaluate material and labour impacts resulting from design modifications.
- Prepare detailed variation cost assessments, including breakdowns of quantities, unit rates, and applicable overheads.
- Ensure all variation submissions are fully documented with justifications, drawings, and correspondence for client approval.
- Coordinate with the Contracts/Commercial department to submit and track variation proposals and obtain timely approvals.
- Maintain a variation log and ensure alignment with contractual terms, change orders, and payment applications.
- Support negotiations with clients and consultants regarding variation claims and ensure compliance with contractual obligations.

#### Tender Documents and Pre-Qualification

- Coordinate with the Estimation, Procurement, Engineering, and Commercial departments to compile comprehensive tender submissions in accordance with client requirements.
- Review tender invitations, instructions to bidders, and scope documents to ensure compliance and timely response.
- Prepare, format, and assemble technical and commercial tender documents, ensuring accuracy, consistency, and alignment with MEI Construction standards.
- Manage the preparation of pre-qualification documents, including company profiles, project experience, certifications, HSE policies, and financial capabilities.
- Liaise with consultants and clients for clarifications and follow-ups during the tendering and pre-qualification process.
- Maintain a structured filing system for all tender and pre-qualification submissions for future reference and audits.
- Track deadlines, submission dates, and bid validity periods to ensure timely delivery of documents.

● **IT Technician**

Feb 2018 – Dec 2018

Rexel Trading (Pvt) Ltd. (Sri Lanka)

**Job Responsibility**

- Set up workstations with computers and necessary peripheral devices (routers, printers etc.).
- Check computer hardware (HDD, mice, keyboards etc.) to ensure functionality.
- Install and configure appropriate software and functions according to specifications.
- Develop and maintain local networks in ways that optimize performance.
- Ensure security and privacy of networks and computer systems.
- Provide orientation and guidance to users on how to operate new software and computer equipment.
- Organize and schedule upgrades and maintenance without deterring others from completing their work.
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.).
- Maintain records/logs of repairs and fixes and maintenance schedule.
- Identify computer or network equipment shortages and place orders.

● **Legal Document Specialist (Remote)**

Jan 2017 – Jan 2018

RR Donnelly & Sons. (BPO) (Sri Lanka)

**Job Responsibility**

- Create, edit and format legal documents to firm specifications using a variety of software applications.
- Convert, clean and format documents to/from different file formats.
- Create charts, graphs, tables, and spreadsheets as requested.
- Create and/or edit Tables of Authorities and Table of Contents.

● **Forecourt Attendant & Cashier**

Jul 2015 – Jan 2017

Qatar Fuel WOQOD. (Qatar)

**Job Responsibility as a Forecourt Attendant**

- Greet customers in a warm and respectful way.
- Provide customers with information on gasoline products and other services.
- Handle all cash and credit transactions correctly.
- Check the fluid levels and tyre pressures.
- While refuelling, cars clean their windscreens.
- Collect payments and generate receipts.

**Job Responsibility as a Cashier**

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Cross-sell products and introduce new ones.
- Resolve customer complaints, guide them and provide relevant information.
- Greet customers when entering or leaving the store.
- Maintain clean and tidy checkout areas.
- Track transactions on balance sheets and report any discrepancies.
- Bag, box or gift-wrap packages.
- Handle merchandise returns and exchanges.

● **Senior Graphic Designer (Part & Full Time)**

Feb 2010 – Feb 2015

Nage Digital Colours. (Sri Lanka)

**Job Responsibility**

- Oversee all design projects, from conception to delivery.
- Design original pieces, including illustrations and infographics.
- Review junior designers' work to ensure high quality.
- Refine images, fonts and layouts using graphic design software.
- Apply typography techniques.
- Generate ideas to portray concepts and advertise products/services.
- Increase user friendliness in digital products.
- Maintain brand consistency throughout all our marketing projects.
- Stay up to date with the latest versions of design applications.

● **Ticketing Executive (Part & Full Time)**

Nov 2011 – Nov 2012

Trans Orient Air Service. (Sri Lanka)

**Job Responsibility**

- Handle reservations and questions from clients over the phone and in person.
- Customers should be informed about flight times, costs, and connections.
- Issue travel documentation such as boarding cards and tickets.
- Assist travellers with baggage handling, special needs, and check-in processes.
- Help clients with any issues that may come up while travelling, handle refunds and ticket modifications.
- Help with additional tasks like flight booking and customer service.

● **Audit/Accounts Officer**

Apr 2010 – Jun 2015

Asanth Accounting Service. (Sri Lanka)

**Job Responsibility as an Accounting**

- Maintain accurate financial records in accordance with Sri Lanka Accounting Standards (SLFRS/LKAS).
- Process journal entries, maintain general ledgers, and perform bank reconciliations.
- Handle accounts payable and receivable functions, including invoice verification and payment processing.
- Assist with preparation of monthly, quarterly, and annual financial statements and management reports.
- Monitor cash flow, budgets, and perform variance analysis.
- Support tax computations and statutory filings (VAT, NBT, WHT, PAYE, ESC, and income tax).

**Job Responsibility as an Audit**

- Conduct internal audits to assess financial and operational controls.
- Identify irregularities and propose process improvements.
- Assist external auditors by preparing audit schedules, documentation, and clarifications.
- Monitor compliance with internal financial policies and government regulations (IR, BOI, CBSL, etc.).
- Report audit findings and follow up on corrective actions.

## PERSONAL SKILLS

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- **Creative Content Development:** Proficient in producing unique and engaging social media videos, animated business logos, branded business cards, and custom letterheads. Skilled in 3D modelling for interior and exterior designs, as well as creating compelling product showreels for marketing and promotional use.
- **Web Design Expertise:** Strong abilities in website design and development, with a focus on user-system interaction, responsive design, and SEO-friendly interfaces to enhance online visibility and user engagement.

- **Graphic Design Proficiency:** Demonstrated excellence in graphic design, backed by a diverse and creative portfolio that showcases expertise in branding, digital content, and marketing materials.
- **Advanced Microsoft Excel Skills:** Highly experienced in advanced Excel functionalities, including VLOOKUP, Concatenate, and complex chart generation. Competent in using macros and VBA scripting to automate processes, streamline workflows, and improve data accuracy and efficiency.

## TECHNICAL SKILLS

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- **Microsoft Office Suite**  
Proficient in Word, Excel, and PowerPoint, with advanced skills in Excel functions, charting, and automation using VBA and macros.
- **Adobe Creative Suite**  
Skilled in Photoshop, Illustrator, Premiere Pro, and After Effects for graphic design, video editing, motion graphics, and visual storytelling.
- **3D Modelling & Rendering**  
Proficient in 3ds Max with V-Ray and Corona Renderer, as well as Blender, for creating high-quality 3D interior/exterior models and product visualizations.
- **Web Design & Development**  
Experienced in designing and managing responsive websites using WordPress, focusing on user experience, interface design, and SEO integration.

## LANGUAGE PROFICIENCY

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- Tamil – Native
- Sinhala – Proficient
- English – Proficient
- Hindi – Conversational
- Malayalam – Conversational

## DECLARATION

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I hereby declare that the above information is true and accurate to the best of my knowledge and expertise. If given the opportunity, I commit to performing my duties to the best of my abilities and will await your response with sincere patience and professionalism.

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You're sincerely

**KAVIYA DHARSHAN**