



**Mannar Murali**  
**Document Controller | Andhra Pradesh, India**

## BASIC INFORMATION

<b>Experience in:</b>	Construction/Oil & Gas Industry
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<b>Phone:</b>	+91 8790419943, 9441342815.
<b>Language:</b>	English, Telugu, Tamil, Hindi, and Malayalam.
<b>Address:</b>	6-94, Siddiraju Kandriga Village & Post, Pitchatur Mandal, Chittoor District, Andhra Pradesh - 517589.

## CAREER CONTOUR

I am unwavering, meticulous, and highly competent in the **Construction/Oil & Gas Industry** I have a consistent record of transporting the best results-driven work with a proven ability in implementing my work in an organized manner for **20+ years** of my successful career.

My expertise:- **Construction/Oil & Gas Industry – Project Control, Project management, Business development, Auditing, Customer services, Risk management, Vendor management, Budgeting & Forecasting, People management, Strategic planning & execution, Team building & Leadership, Sourcing and time management, Service delivery.** I have in-depth knowledge of all ethics of management. I possess effective communication skills and am a team player with strong Organizational, Logical, and Problem Solving Abilities.

I have great exposure to working with large scale organizations like **Galfar, IVRCL Limited**. I am well-versed skills in analysis, problem-solving, and coordination, which make me so successful and dedicated. Strong influencing and negotiation skills coupled with proven ability to think in and out of the box, generating new solutions.

I have commenced my profession as **Computer Operator** and risen myself as **Document Controller** reputed company. I would like to see myself growing with passing years with hard work and dedication. I have been awarded many accolades for my result-oriented hard work.

Armed with a multitude of competencies and work experiences, I am confident to carry forward any organization's vision & objectives with sufficient ease and dedication towards my job responsibility.

## EXPERIENCE

**May'2013 – Sep'2021 | Galfar | As Document Controller**

### Responsibility:-

- Submission of engineering deliverables and Project documents in Client's EDMS duly numbering as per Technical Document Register (TDR) & Project Documentation Procedure by maintaining log with revisions submission & their approvals status.
- Transmitting hard copies wherever necessary and maintaining log for the same.
- Maintaining Proof Check Documents/Drawings soft & hard copies with log having originator details.
- Upon final approvals from the Client - distributing the same to Site Document Controller (SDC).
- Extend support to SDC and co-ordination with Client's DCC related to Project Documentation.
- Regular update on Project deliverables and their approval status to the Engineering Department Head / Project Control Head as well to SDC on appropriate intervals.

- Providing requisite reports pertaining site documents & drawings to the Project Control Department.
- Receiving Client drawings and various Project related Documents through EDMS.
- Upon receipt of documents / drawings & subsequent revisions – storing in local share folder for Site team by ensuring only current revisions are in place for access.
- Internal distribution of documents & drawings through “Document Transmittal” duly mentioning the details of documents / drawings and recipient.
- Prepare/update Log from time to time and requisite “Controlled Copy” distribution to the respective focal points as per approved Document Distribution Matrix (DDM).
- Maintaining hard copies & scan copies for both current and superseded revisions.
- Prepare and update necessary “Drawing Control Register (DCR)” & “Document Issue Register (DIR)” for the distributed “Controlled Copies”.
- Extending support to the site team on Project documentation. Also explaining the control of Project documents on usage of valid versions by sharing project documents list and their status time to time.
- Receiving Shop drawings from Sub-contractors including in-house preparation for onward submission to Client’s Approvals.
- Redline Markup / As-built drawings submission for approval with appropriate tracking and storage.
- Indexing all records, storing & maintaining appropriate racks/filing cabinets enabling easy retrieve including Electronic storage with easily retrievable folder structure.
- Contribution in compilation and preparation till handing over of Final Project Dossier both hard and electronic format as defined in Work Contract.
- Reading and understanding of Contract Documents for ready reference pertaining Document Management System procedure.
- Fulfillment and compliance for Internal and External QMS Audits inclusive of Organization’s IMS re-certification Audits.
- Typing and handling of Project Correspondence by maintaining a Log for the same.
- Maintain an updated detail on MOMs, MPRs, WPRs, Variation Requests/Claims, Change Orders, EOTs, TQs, FDCs, Back Charges, Invoices, Milestone completions certificates etc.
- Tracking of all Project related Permits or NOCs and follow up for their renewal before the validity.

**Mar’2006 – Apr’2013 | IVRCL Limited | As Officer (BD)**

### **Responsibility:-**

#### **Business Development & Bidding stage – B&IS:**

- Preparation of Technical Tender Documentation & timely submission for both manual or E-Tenders.
- Identification of business potential from various sources.
- Preparation of Business Plan for the current Financial Year and as well as coming one or two more Financial Years based on the available business potential by means of media/budget and relevant notifications etc., under the guidance of Vice President – B & IS Division.
- Checking Qualification criteria w.r.t. the PQ requirements from available data of completed projects.
- Preparation of Power Point Presentations for various EOI/PQ/Pre-Bid meetings.
- Collection, compilation and periodical updating of Built-up area, Concrete & Structural quantity details of all ongoing & completed B&IS Projects for PQ purpose.
- MIS - Collection & compilation of Tender submission details & analyzing success rates based on the bid submissions on Monthly, Quarterly, Half yearly and Yearly basis as whole B&IS all over India.
- Done study on Minor & Major Sea Ports and associated in bidding for various tenders in coordination with consultancies like PWC & STUP.

#### **Execution / Contract Stage (Project Monitoring & Contracts – B&IS):**

- Involved in Collection & compilation of Turnover Projections Vs. achievements on Monthly, Quarterly, Half yearly and Yearly for Andhra Pradesh Region and preparation of Monthly Progress Reports as well as Collection & compilation of Turnover Projections Vs. achievements for whole B&IS Division in India.
- Preparation of Power Point Presentations for In-house Annual/Half Year Meetings to present with Top Management on Execution of the Projects.
- Necessary initiation upon receipt of new Orders such as submission of requisite Insurance Policies, Performance/Security & Mobilization Advance Deposits/Guaranties as per the terms & conditions stipulated in tender documents including follow-up and coordination for signing of Contract Agreements.
- Involved in preparation of Sub-Contract Agreements/Work Orders those issued at Division level.
- Indexing all records, storing & maintaining appropriate racks/filing cabinets enabling easy retrieve including the details of retention period wherever applicable as per the Integrated Management System (IMS) Policy.
- Storage of data & records electronically with easily retrievable folder structure.
- Collection & maintaining manpower details from all sites of AP region and issuing Internal site transfers as per the Unit Head’s instructions as and when required.
- Co-ordination between H.O. HR & Site HR for all HR & Administration aspects including the process of Annual Employees Appraisals.

**Responsibility:-**

- To establish, maintain and operate Computer, based for planning and reporting.
- To Assist TL, RE, DRE, ME, QS and other Project staff in technical and documentation activities.
- To maintain correspondences, documents, records and appropriate filing system for the same.
- To ensure telephone calls, sending faxes and communications to levels of project affair.
- Preparation of project progress S-curves & Bar-Charts and Power Point Presentations under the guidance of QS/DRE.
- Checking of Cross-sections submitted by the Contractor under the guidance of QS.
- Involved in Preparation of Daily, Weekly & Monthly Progress Reports, and Variation Orders along with QS.
- Involved in Checking of Interim Payment Certificate along with QS.
- Receiving and maintaining RFIs from contractor as well as Site Engineers for the daily field activities.
- Maintaining Petty Cash, Office Accounts and Office Maintenance.
- To ensure monthly payments of rent, utilities and vehicles including local hired lower grade staff's salaries.
- To obtain timesheets in approved format from staff – obtain approvals from RE, TL and submit to HO HR & Admin monthly.
- To compile and check monthly, an inventory of all items of office furniture and equipment, non-consumable stores, etc.
- Make travel and hotel arrangements for Project Team as and when necessary.
- In addition to the above performed all Secretary Roles and responsibilities.

**PREVIOUS EXPERIENCE**

- *Aug'2000 – Aug'2001 | Sverdurp | As Computer Operator.*

**ACHIEVEMENTS**

- Got appreciation and accolades from the clients/customer.
- Got promotion along with the increment.
- Have completed all the projects with the given time frame.
- Started my career as a Computer Operator and risen myself as a Document Controller.

**ACADEMIC FORTE**

- B.Com from S.V. University in 1999.

**TECHNICAL PROFICIENCY**

**Well versed with**

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| <ul style="list-style-type: none"><li>• MS Office</li><li>• Internet Application</li><li>• Office 365</li><li>• MS Share Point</li><li>• FTP</li></ul> | <ul style="list-style-type: none"><li>• Windows</li><li>• EDMS</li><li>• AutoCAD</li><li>• ERP SAP</li></ul> |
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**Advice for Contacting:**

I'm always open to conversation, networking with like-minded professionals or discussing future prospects. Connect with me on Linked In or contact me at [mannarmurali@gmail.com](mailto:mannarmurali@gmail.com)