

**Krishnan Padikkery**

Mob: +905051778053 (Turkey)

+919539549766 (India)

Email: [padikkeri@gmail.com](mailto:padikkeri@gmail.com)**CURRICULUM VITAE****NAME****KRISHNAN PADIKKERY****CAREER SUMMARY**

- A fully qualified document and data management professional with the proven expertise of 20 years of experience in which 15 years of International in oil and gas, design, engineering & construction fields. Developed, delivered and maintained effective procedures and electronic systems through the lifecycle of information in line with best international practices & regulatory requirements.

**COMPETENCY**

- Familiar with all aspects of document and data management; well-versed in the update, distribution of project documentation, preservation & maintenance and competent with all subject related matters associated with project documentation.

**SKILLS**

- Good communication, interpersonal and coordination skills with an ability to interact with other disciplines, Client and other personnel
- Software proficiency, data management system and communication skills
- Processing engineering documents & drawings through electronic document management system
- Practical and hands-on experience in document management roles in EPC
- Understanding of engineering, procurement, construction and commissioning documents
- Self-directed and highly-motivated
- Able to work in a fast-paced and deadline-driven environment
- Detail-oriented, dependable and trustworthy
- Excellent Microsoft office suite software knowledge
- Well-familiar with Electronic document management systems (EDMS)
- Proficiency in English language (read, write and speak)
- Able to identify & facilitate the effective resolution of problems, making optimal use of available resources.

**TRAINING**

- Document Management System Software Training
- Project Health and Safety Training
- Project Induction Training

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| Year                  | Employer                           | Project Name                                                             | Project Role             |
|-----------------------|------------------------------------|--------------------------------------------------------------------------|--------------------------|
| 2016 - Present        | Punj Lloyd-Limak-Kalyon JV, Turkey | Trans Anatolian Natural Gas Pipeline (TANAP)                             | Manager DCC              |
| Nov 2012 to Mar 2016  | Dayim Punj Lloyd Ltd. Saudi Arabia | Export Refinery Package 9 – Port Tank Farm & Loading Facilities (SATORP) | Lead Document Controller |
| Aug 2011 to Aug 2012  | Punj Lloyd Ltd. Kazakhstan         | Kashagan East Field Experimental Program Project                         | Lead Document Controller |
| Apl 2007 to Feb 2011  | Punj Lloyd Ltd. Libya              | El Khoms Tripoli & Melita-Tripoli 34" Gas Transmission Pipeline (SOC)    | Sr. Document Controller  |
| Sept 2002 to Mar 2007 | Punj Lloyd-Limak JV Turkey         | Baku-Tbilisi-Ceyhan Crude Oil Pipeline Project (BTC)                     | Document Controller      |

**KEY ACTIVATES**

- Accountable for assisting in the creation and implementation of Document Management Policies and ensuring compliance.
- Accountable for the success of the Document Management activities and deliverables in accordance with the agreed schedules, milestone, focused on aiding project goals and objectives.
- Development and implementation of Project specific Document Management plans, specifications, procedures, reports and work instructions.
- Assists in the establishment, maintenance and improvement of Document Management processes, systems and tools to aid efficiency and effectiveness.
- Communicate/liaison with Project Management & Team, Client, Suppliers, Joint Venture Partners and Sub-Contractors effectively and resolve problems & issues relating to documentation, information and data.
- Ensures consistent and common appropriate functional training and development programs are provided for all resources in support of Project operational needs.
- Supports and ensures the correct deployment, project setup and utilization of Document Management Systems.
- Establishing the Supplier document management process.
- Establishing the Engineering document management process.
- Reporting and document progress measurement.
- Management of document management team across multiple offices.
- Manage operational prioritization of the document management team.
- Production and update of Master Document Register.
- Manage development and update of Distribution Matrix
- Interface with document management systems support.

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Email: [padikkeri@gmail.com](mailto:padikkeri@gmail.com)**EMPLOYMENT EXPERIENCE**

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| <b>2016 - Present</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Punj Lloyd-Limak-Kalyon JV<br/>Trans Anatolian Natural Gas Pipeline Project 48"<br/>Onshore Pipeline Construction, Turkey</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Manager DCC</b>                                                                                                               |
| <ul style="list-style-type: none"> <li>• Preparation and Implementation of Document Control Procedure</li> <li>• Leading a team of Document Controllers, managing Project Office &amp; Site Document Control team.</li> <li>• Interface with Engineering team and Area Managers for all document control matters and fully familiar with all types of engineering and projects demands.</li> <li>• Establish, development and Maintenance of advanced project document control system for the business.</li> <li>• Responsible for the effective and efficient document control of all Project documents, in accordance with the established procedures.</li> <li>• Ensure the effective day-to-day operations of the document centre.</li> <li>• Ensure that Project Team and Sub-Contractors comply with the document management system process and procedures.</li> <li>• Responsible for maintenance and continual improvement of Document Control Management System as per ISO Standard. Monitor the document control requirements on an ongoing basis so as to make recommendations for any improvements in the system if necessary.</li> <li>• Ensure issue &amp; distribution of all the Drawings and Documents to all departments as per the document distribution matrix.</li> <li>• Independently handling of all aspects of Project documentation utilizing various document control practices and Electronic Document Management Systems (EDMS)</li> <li>• Resolve queries and updation of Master Document &amp; Drawing Register (MDDR), Communication Register, DVR Register &amp; NCR Register</li> <li>• Prepare regular reports on project document deliverables status and provide to the project team on a weekly basis.</li> <li>• Communicate and liaise with Project Team, Contractors, Subcontractors and Suppliers to agree standards, systems, efficient flow of documentation, handover and closeout of Project activity to ensure consistency in document control as required.</li> <li>• Produce comment overdue reports and any other reports for Project Management review.</li> <li>• Vendor Document Control, Record management, Library &amp; Archive and Construction Site Office Document Control.</li> <li>• Final documentation and Dossier preparation for handover process</li> </ul> |                                                                                                                                  |

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| <b>Nov 2012 to Mar 2016</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Dayim Punj Lloyd Ltd.<br/>Export Refinery (SATORP) Package 9 – Port Tank Farm<br/>&amp; Loading Facilities, Saudi Arabia</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Lead Document Controller</b>                                                                                                 |
| <ul style="list-style-type: none"> <li>• Performing all supervisory duties required to run the Document Management department</li> <li>• Worked with Detailed Engineering Group and fully familiar with all types of engineering and projects dements.</li> <li>• Communicate with Project Manager, Client and Third Parties to project standards, systems, handover and close-out of project activity to meet project requirements</li> <li>• Liaise with Engineering to ensure the Document Distribution Matrix (DDM) is set up to meet project needs</li> </ul> |                                                                                                                                 |

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- Assist in ensuring the standard document management system is set up and maintained to support the project
- Ensure the team are fully trained in all systems and that they work in accordance to the procedures, work instructions and to the project distribution matrices
- Ensure Controlled copy documents are managed to auditable standard
- Ensure all project and client ad-hoc requests and reports are completed in a timely manner
- Manage the complete and timely project close-out and final document handover to meet client requirements
- Responsible for ensuring all project deliverables are stored in the EDMS at all revisions and in all relevant formats

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| <b>Aug 2011 to Aug 2012</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Punj Lloyd Ltd.<br/>Kashagan East Field Experimental Program Project,<br/>Kazakhstan</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Lead Document Controller</b>                                                             |
| <ul style="list-style-type: none"><li>• Process and record accurately all technical documentation in accordance with agreed procedures and ensure agreed procedures satisfy project and client requirements</li><li>• Independently handled all aspects of Project documentation utilizing various document control practices and Electronic Document Management Systems (EDMS)</li><li>• Experience in handle both Design and Supplier documents</li><li>• Monitor progress of in-house and Client reviews of technical data</li><li>• Ensure that hard copy and electronic record files as required are maintained in good order to comply with QA requirements</li><li>• Compilation of final project dossiers, as built portfolios and archiving</li><li>• Established systematic and comprehensive Project Filing System</li><li>• Produce exception reports, comment overdue reports and any other reports for Project Management review</li></ul> |                                                                                             |

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| <b>April 2007 to Feb 2011</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Punj Lloyd Ltd.<br/>EL Khoms Tripoli 34" Gas Transmission Pipeline, Libya</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Sr. Document Controller</b>                                                   |
| <ul style="list-style-type: none"><li>• Ensure Document Management consistency across all projects, maintaining control and traceability of the documentation from Project initiation throughout completion.</li><li>• Coordinate all activities related to the Document Control procedure, including technical and non-technical documents, drawings and commercial correspondences.</li><li>• Maintain and manage all project related documents in support of all projects, provide document control services to all project teams.</li><li>• Communicate and liaise with Project Team, Contractors, Subcontractors and Suppliers to agree standards, systems, efficient flow of documentation, handover and closeout of Project activity to ensure consistency in document control as required.</li><li>• Compiles and maintains control records and related files to release drawings, and engineering/vendor documents to project team and other operating departments: Examines documents, such as drawings, change orders, and specifications to verify completeness and accuracy of data.</li><li>• Maintain and store (electronically and in hard copy) documents for the project in order to reference, track and retrieve documents when needed for business purposes.</li><li>• Maintain accurate records and provide regular reporting to project teams.</li><li>• Establishing, implement, and control the compilation of Project Final Documentation.</li></ul> |                                                                                  |

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| <b>Sept 2002 to Mar 2007</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Punj Lloyd-Limak JV<br/>Baku-Tbilisi-Ceyhan Crude Oil Pipeline Project, Turkey</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Document Controller</b>                                                            |
| <ul style="list-style-type: none"><li>• Responsible for the effective and efficient document control of all engineering documents, in accordance with the established procedures.</li><li>• Compile and maintain control records and related files to release drawings, and engineering/vendor documents to project team and other operating departments; examines documents, such as drawings, change orders, and specifications to verify completeness and accuracy of data.</li><li>• Ensure issue &amp; distribution of all the Drawings and Documents to all departments as per the document distribution matrix.</li><li>• Control all Incoming and Outgoing Drawings / Documents</li><li>• Resolve queries and provide updates on status of documentation on request.</li><li>• Prepare regular reports on project document deliverables status and provide to the project team on a weekly basis</li><li>• Provide the production and organizing of the project documents to meet the needs of the project and maintain those documents in auditable condition at all times</li><li>• Ensure that hard copy and electronic record files as required are maintained in good order to comply with QA requirements</li><li>• Ensure all documentation submitted is as per Client specified format requirements. Formatting may include correcting templates, fonts and style, pagination and numbering and other activities that may be required to achieve client's documentation requirements.</li><li>• Produce comment overdue reports and any other reports for Project Management review</li><li>• Vendor Document Control, Record management, Library &amp; Archive and Construction / Site Office Document Control</li><li>• Processing Engineering Documents &amp; Drawings through Electronic Document Management System</li><li>• Fully involved with final documentation handover process</li></ul> |                                                                                       |
| <b>August 1998 to September 2002</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Punj Lloyd Ltd., Head Office, New Delhi</b>                                        |
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| <ul style="list-style-type: none"><li>• Worked as an Officer in Quality Assurance Department involved process and control of all quality procedures</li><li>• Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.</li><li>• Custodian of all International Standards/Codes, Project Procedures, Manuals, Catalogues, etc</li><li>• Maintain External and Internal Audit files and NCR Register</li><li>• Filing of all quality records</li><li>• Maintain registers of all receipts and issues or submissions of documents and correspondence.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |

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| <b>September 1994 to April 1995</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Punj Lloyd Ltd., Rajasthan, India<br/>Kandla-Bhatinda Pipeline Project</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Assistant Office Administrator</b>                                         |
| <ul style="list-style-type: none"><li>• Worked as an Assistant Office Administrator, involved process and control of all inspection and test records, technical reports.</li><li>• Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.</li><li>• Submission of drawings/documents to clients.</li><li>• Filing of all quality records.</li><li>• Maintain registers of all receipts and issues or submissions of documents and correspondence.</li><li>• Also maintaining incoming and outgoing correspondence, keeping confidential documents of administrative &amp; personnel department.</li><li>• Preparation of wages and salaries</li></ul> |                                                                               |

**QUALIFICATIONS****BACHELOR OF ARTS FROM MAHATMA GANDHI UNIVERSITY, KERALA, INDIA****COMPUTER SKILLS**

- Complete exposure in a computer working environment
- Operating Systems: Windows & LINUX
- In Depth Expert Knowledge of MS OFFICE and PDF Editor
- Basic Knowledge of Auto Cad
- Business Communication Skills
- E-mail, Outlook Express and Lotus Note

**OTHER DETAILS**

|                 |   |                              |
|-----------------|---|------------------------------|
| Languages Known | : | English, Hindi & Malayalam   |
| Marital Status  | : | Married                      |
| Date of Birth   | : | 16-05-1968                   |
| Passport No.    | : | N 1890410                    |
| Expiry Date     | : | 11 <sup>th</sup> August 2025 |
| Place of Issue  | : | Delhi                        |
| Current Salary  | : | USD 3780/PM                  |

**REFERENCES**

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| Krishna Kumar Saha<br>Project Director, TANAP Project<br>Email: Krishna Kumar Saha <kk@plkjb.com><br>Mob: +90 5051778077, WhatsApp:<br>+905051778077 | Varun Kumar Dhyani<br>Senior Pipeline Engineer, KPO Aksai,<br>Kazakhstan<br>Email: varundhyani@gmail.com<br>Mob: +77019902376,<br>WhatsApp: +447960946285 |
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