



B K SHRIDHAR

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Summary:

Having 36 years of extensive experience in administration and document control with companies in Sultanate of Oman and India.

Core Work Areas:

- Corporate office
- Projects
- Import & exports
- Commercials
- Logistics
- Purchase
- Stores

Academical Qualifications:

- B.com – Osmania University (1991)
- Diploma in Business Management (2000)
- Diploma in Import & Export Management (2002)

Trainings & Certifications:

- PDO – HSE Trainings
- Journey Management
- HSE Course

Office Administrator & Document Controller

Work Expertise:

- Management of all incoming and outgoing corporate documents
- Maintaining and updating EDMS (Electronic Document Management System) ACONEX etc., working knowledge of ERP and Log/Sheets Registers.
- To track and run weekly progress reports for documents archive
- Assisting relevant departments with queries on documentation requirements and submissions.
- Maintain proper archives of documents and drawings in the documents control office under safe custody without any damage for easy traceability.
- Provide advice on procedures of issue and methods in accessing the system.
- Follow and arrange documentation for supplier materials and prequalification.
- Coordination with production department for material submittals along with material samples.
- Supporting other business functions and performing administrative duties as assigned.
- To prepare, arrange, and submit tender documents, import & exports, project shop drawings, As Built drawings, Material Submittals, Inspection Request, Technical Submittal, Request for Information (RFI), Method Statements and Prequalification.
- Review and proofread documents in order to monitor consistency with information management system.
- Issuing and distributing controlled copies of information.
- To coordinate and collaborate with relevant departments to control respective documents.
- To report performance of document control system and identify gaps and areas of improvements.
- To verify completeness and accuracy of database complying system standards.
- Prepare reports & Memorandum.
- To replicate mirror records whenever required.
- Performs other administrative duties that may be assigned time to time.

Computer Software Proficiency:

- EDMS
- Aconex
- PROMAN
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Emails

Communication Skills:

<u>Language</u>	<u>Speak</u>	<u>Read</u>	<u>Write</u>
English	✓	✓	✓
Tamil	✓	✗	✗
Hindi	✓	✓	✓
Marathi	✓	✓	✓

Sports & Hobbies:

- Basketball
- Jogging
- Reading Books
- Listening to Music

Personal Details:

Date of Birth: 02-11-1964

Marital Status: Married

Nationality : Indian

Passport Number: T 9488112

Passport Validity: 04-07-2030

Alternate Contacts: +968-24483495

+968-98067399

+91-9892226996

+91-22-24050892

Employment History:

Commercial & Stores GERSAN ELEKTRIK LLC

Executive

May 2019 to Aug 2020

Contract Assistant & Document Control AIB VINCOTTE INTERNATIONAL & PARTNERS LLC C/O APAVE GULF LLC

May 2014 to Dec 2018

Site coordinator and Document Controller MUSTAFA SULTAN SECURITY SYSTEMS & COMMUNICATIONS LLC

Oct 2009 to Mar 2014

Document Controller OMAN PROMAN TRADING & CONTRACTING LLC – Oman Methanol Project

Mar 2006 to Aug 2009

Office Administrator & purchase AL HAJIRY TRADING LLC

Coordinator

Jun 2003 to Mar 2006

References:

Mr. Damodar Katti

Managing Director

Design group Engineering Consultants

Mobile no 99868277

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