**CURRICULUM VITAE**

**RAVI KUMAR**

**Mob: +917549949538 (IND)**

**Mail Id: ravichauhanbst@gmail.com**

**Location:** **India**

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| **Industry Experience** | | |
| **8 : Year** |  |  |
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## Career Objective

I am happy to work any continent as per the necessity and decision by the management. Also I am a willing person to work under pressure and ready to meet the time bounded work under emergency condition, individually or as a part of team member.

## Education

MLIS passed from D.D.E.L.N.M.U, Darbhamga with 1st class with 62% marks in 2011.

BLIS passed from D.D.E.L.N.M.U, Darbhamga with 1st class with 70% marks in 2010.

B.Com (Accounts Hons) passed from B.R.A.B.U., Muzaffarpur with 2nd class with 56% marks in 2009.

Intermediate (Commerce) passed from B.I.E.C, Patna with 2nd Division with 55% Marks in 2006

Matriculation passed from B.S.E.B, Patna with 2nd Division with 47% Marks in 2004.

## Certification

Diploma in Network Computer Technology from Extol Computer Education – Bihar India.

Strong knowledge in Computer Application –MS Office Packages, Aconex & Data Management System & MS Outlook.

Well Versed in Internet and E-mail.

Typing Speed 60 wpm (Certified by Education Dept.)

## Professional Experience

CAREER HISTORY

ORGANIZATION : SRI STEEL

CLIENT : NILKAMAL LTD

PROJECT : NILKAMALFURNITURE IDEAS

PERIOD : 01-MAR-2019 TO TIL DATE

DISIGNATION : BRANCH MANAGER

## Professional Experience

CAREER HISTORY

ORGANIZATION : GS E&C Abu Dhabi UAE

CLIENT : ADNOC

PROJECT : RUWAIS REFINERY WEST UNITS RESTORATION PROJECT

PERIOD : 25-NOV-2017 TO 15-DEC-2018

DISIGNATION : QC DOCUMENT CONTROLLER

## Duties & Responsibilities

* Responsible in controlling of Company’s Correspondences and Transmittals as well as Shop drawings and other department drawings such as Mechanical, Civil, Electrical, Steel Structure, Piping, and Instrument.
* Affix receiving stamps on all Correspondence, Transmittal Sheets and put the date and time of receipt as well as getting all the required signatures. A copy of the received correspondence & transmittal will be returned to the originator.
* Updating in GTP-JC, UNICCS, Classify, sort, file, copy, print, archive and retrieve drawings.
* Maintain drawing and scanned copies of Material Submittals, Calculation, RFI, Outgoing/Incoming documents from Company and Sub-contractors.
* Download Engineering documents, drawings and other related documents from gWorks.
* Receive and distribute incoming and outgoing documents and mails.
* Print and arrange documents and drawings from Head Office prior of issuance to Client and Subcontractor

## 2006 1st August - Present: Employer : CTJV(Chiyoda and Technip Joint Venture) (Qatar Gas Expansion Project II) Position : Turn Over Document Controller (Reporting to Turn Over Manager and Pre Mechanical Commissioning Supernatant) Duties & Responsibilities

Compilation of documents for the Handover of works, both Process and utility  
Preparing the Turn Over document in the form of Mechanical Acceptance package discussing with Pre mechanical Commissioning Manager  
Works such as preparation of Dossiers.  
Creating transmittals and issue Client and subcontractors.   
Checking the piping and instrumentation diagram for the purpose of commissioning.  
Document management using IDMS (Integrated Data Management System), Software used for the Document such as drawings, vendor data, datasheet etc. in CHIYODA Projects.

01/05/2006 – 31/06/2006:   
Employer: Al-Jabber Abu Dhabi, Mussafah  
Position: Document Controller.  
(Reporting to Senior Engineer).

## Duties & Responsibilities

## • Compilation of documents for the Handover of works. • Data-entry of Certificates for Project Completion. • Documentation Works such as preparation of Dossiers. • Interaction with various departments to collect data. • Assisting in Secretarial works. 1/05/2001-30/04/2006 (Including one year part-time) Employer: SDS Engineering Services, Thrikkunnapuzha, Pin-690515, Kerala, (Contractor of Oil Refineries & Fertilizer Plants) Position: Technical Clerk. (Reporting to Technical Coordinator) Duties & Responsibilities

- Filing of Engineering drawings and documents including Vendor data and arranges these documents.   
- Receiving drawings and document revisions from Home Office, replace the superseded revisions by new ones and

Keep the superseded documents accessible for information.   
- Provide copies of the latest revision to Discipline groups and Subcontractors as required by distribution schedule as

Fast as possible.  
- Detailed verification of Database to arrange necessary documents for relevant scope of works.  
- Handling Incoming Letters, Transmittals Technical Documents, etc. from Client, Subcontractors etc.  
- Receiving and sending to all disciplines Design Changes and Technical Queries related Documentation.

## Additional Information

Six (6) years professional experience as Technical Clerk, Document controller and Turn over Document Controller in multi-discipline Oil and Gas Sector related projects. Responsibilities encompassed technical documentation, Development of systems for project handover, etc.  
Well familiar with software developing and programming. Good working knowledge in handover documentation activities according to project requirements. Independently handled Microsoft access and SQL based software for turnover of multidiscipline works for Petrochemical plants.   
  
Good communication skills (oral & writing) to interact with various departments and clients on day-to-day basis. Able to pick up new skills fast and urge for learning. Substantial exposure to works in the Oil field.

## Personal Information

Father’s Name : Hira Lal Chauhan

Mobile No : +919122610191, +917352056741

Address : Juran Chapra Road no-4

MIT Brahampura Muzaffarpur

Bihar-842003 India

Date of Birth : 25/02/1989

Marital Status : Married

Nationality : Indian

Religion : Hindu

## PASSPORT Details

Passport No. : U4185024

Place of Issue : Patna

Date of Issue : 17 Sep 2020

Date of expiry : 16 Sep 2030

**I declared that all of the above information is true and correct.**

**Ravi Kumar.**

**Date : 21/09/2020**

**Place : India**