

CURRICULUM VITAE

RAHUL PULIYULLATHIL GANESAN



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SUMMARY:

Highly organized and detail-oriented Document Controller with over 4 years of experience in managing and controlling a wide range of documentation for various projects.

ACADEMIC QUALIFICATIONS:

- B.E (Computer Science) from Anna University, Chennai Completed in 2016.
- Plus, Two from GHSS Sivapuram, Kozhikode Completed in 2012.
- SSLC from SVMEMHS Nanminda, Kozhikode Completed in 2010.

TECHNICAL QUALIFICATIONS & SKILLS:

- Procore Certification offered by Procore Technologies (2024)
- Aconex System Certification offered by Udemy (2024)
- Aconex Accredited Professional Certification offered by Oracle (2024)
- Operating System MS-Office2003/07/10, Windows 07/08.

PROFESSIONAL EXPERIENCE:

Document Controller

(2020-2024)

Petrichor Designers, Calicut, India.

RESPONSIBILITY:

- All project-related documentation has been received, issued, updated, and retained.
- Receives and stamp incoming documents from project site and office.

- Oversaw the RFI and submittal distribution process to guarantee prompt approval and adherence.
- Creates folders and segregates files in the system for each discipline related to Structural, Architectural and MEP for the department.
- Ensure that latest approved documents are given to the appropriate employee or affiliated organization.
- Preparing transmittal / submittal for RFI, Shop drawings and any types of documents for official submission for project site and office.
- Keep track of the deadlines for specs, drawings, and other documentation.
- Input & Output documents data into the standard registers ensuring that the information is accurate and up to date for distribution purposes.
- Verify that outbound documents are correct and adhere to company guidelines.
- Safeguard and preserve sensitive data in the documents.
- Scanning, image, organize and maintain hard copies of documents for record purposes.
- keeps an eye on the project's progress to make sure the document is turned in on time.
- In charge of promptly and effectively obtaining documents when required.
- Sends the project's approved documents to the client after submitting them to management for approval.

Senior Executive

(2018-2020)

Aachaari Constructions, Calicut, India.

RESPONSIBILITY:

- Responsible for the overall construction function of a company.
- Interact with client and other stakeholders to manage deadlines and budgets.
- Develop relationships with vendors and partner businesses.
- Receive staff complaints and resolve problems.
- Monitor employee productivity and provide construction feedback.
- Prepare and submit performance reports.
- Develop strategies that support the company's growth to acquire new clients.

SKILLS:

- Problem solving
- Records Management
- File Organization
- Devoted, hard working person seeking self and management satisfaction.
- Enthusiasm to learn more and gain experience.
- Ability to manage time in order to complete the assigned tasks within the time frame.

PERSONAL PROFILE	
Date of Birth	23-11-1993
Nationality	Indian
Expected Joining Date	Immediate Available
Marital Status	Married
Iqama Status	Valid and Transferable
Language known	English, Hindi, Malayalam, Tamil

DECLARATION:

I under signed certify that to the best of my knowledge & Data correctly describe my qualification and my experience. Further I certify that given an opportunity I would work to the best of my abilities and your satisfaction.

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