

## 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:**

##### ***Project Administrator***

***Al Himam Working Contracting Co. Riyadh, KSA (on Probation)***

##### **Job Role Responsibility:**

- Prepare specialized reports for the progress of the ongoing and new projects.
- Prepare Quotation, Purchase Order and invoice using Qoyod application and Excel.
- Send the prepared quotations and invoice for the respective clients.
- Contact the vendors and get current quotations for each good used for construction.

- Responsible for purchasing goods from vendors and delivering them to the respective work site.
- Responsible for update the bills for materials purchased in the Qoyod application and keep hard copies of the bills in the file.

**Document Controller**

**(2020-2024)**

***Petrichor Designers, Calicut, India.***

**Job Role 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.***

**Job Role 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.

**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.

<b>Personal Profile</b>	
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.

**RAHUL PULIYULLATHIL GANESAN**

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# *Certificate of Completion*



RAHUL PG

*has completed*

Procore Certification: Student

*offered by*

Procore Technologies

**PROCORE**

Issued: December 8, 2024

Certificate No: nen7rv5uzm6c

View: <https://verify.skillsjar.com/c/nen7rv5uzm6c>

A stylized handwritten signature in black ink, appearing to read 'Tooley' followed by a large, sweeping flourish.

Tooley Courtemanche, CEO



Certificate no: UC-b250a6ca-e484-4c40-a860-3be5af7377ef  
Certificate url: [udemy/UC-b250a6ca-e484-4c40-a860-3be5af7377ef](https://udemy.com/UC-b250a6ca-e484-4c40-a860-3be5af7377ef)  
Reference Number: 0004

CERTIFICATE OF COMPLETION

# Aconex System

Instructors **Hashim Alsalam**

**Rahul P G**

Date **4 Aug 2024**

Length **1 total hour**