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PROFILE

Experienced **Cost controller, Administrator, Document controller, Timekeeper** with over 15 years in Plant Maintenance and Vehicle Management in construction, HVAC, electrical, plumbing, and fabrication projects in Saudi Arabia (**with a transferable Iqama**).

Specializing in Mobilization & Demobilization, Maintenance repair works Cost, admin and document with knowledge of various specifications and brands. Expertise in Cost, project coordination admin, documents and maintenance. Skilled at leading large teams, managing Plant services workshops with manpower 1200+ 150+ personnel, optimizing workflows, saving costs, and delivering high-quality results through strategic planning, scheduling preventive maintenance, and innovation. Known for punctuality, strong documentation, and safety compliance.

EMPLOYMENT HISTORY

Dec 2022 – Present



Plant and Service Cost controller, Ministry of Interior Project – Riyadh KSA

ABV Rock Group Ltd a Ministry of Interior-Security Medical Centre project Riyadh – KSA overseeing the entire maintenance work cost with asset for manpower, equipment, Diesel, Water, job of project various department/Client & sub-contractors and planning and implement and prepare down time report of Man hours rate, equipment rate and material cost and follow-up Workshop and MOI Site Operations. Of down Led Review general scope of works, cost specifications and Plant-Workshop/stores agreement

Assist and preparing, updating and maintaining cost control reports, spreadsheet and databases

Monitor project expenditures and verify invoices, purchase orders, and timesheet against approved budget

Support the preparation of cost forecasts, budget update and variance analyses
Maintain and organize cost-related documentations, contracts and change order.

Coordinate with finance, procurement and accounts payable for vendor invoice and payment trucking

Assist in tracking manpower cost, subcontractor expenses and material usage on site

Generate regular cost control reports for management review.

Ensure compliance with company policies, financial procedures and contractual requirements.

Support project audits and provide accurate data as required.

Provide administrative support to the department manager and project control director in daily operation.

MIC: Machinery Inventory Control

Prepare monthly job requests of Project internal/ Client department maintenance for Elect's/ plumbing/ Welding/Mason/Carpentry works

Preparing Sub-contractors invoice for Providing equipment, diesel, water, Backfilling, A1,3/4,3/8 Aggregate material of received job request from project internal departments & other project site office and Sub-contractor

Encoding on the master excel list & Assign job number and registering Specify account/activity or PN, work requested, description, location and signature of requester in put all necessary information in MIC system.

The PU shall give a cost estimate for the work if the requestor wanted to have and a fixed price for the work had agreed. (Sub-Contractor) After registering then handover to the concern Section Supervisor or Foreman.

After that job request, job completed / finished responsible supervisor will provide manpower hours/Used Materials details by Manual report after that I will re-clarification this Materials & Manpower Rate/Cost and then prepared in excel and update the details in Machinery system asap.

Make summary report or invoice report per job number for the completed job request in excel file.

When s JR is finished the PU shall summarize all material and labor cost and send it to the requestor for acceptance before it is entered in the MIC system

After invoice report done then registered update the materials & labor cost in in MIC after that Job request hard copy give to Manager for his signature then forward or sent to the requester for their manager approval or acknowledgement then that signed job request should return to me for closing out every end of the month.

Following the pending Job status and. After close JR should be file properly & keep. Material related to a JR is taken from the stores by entering the JN or PN on the MIN from such material is then charged to the PU account or the PN.

Material related to a JR which need to be purchased from external source shall be requested via a regular purchase routine. Such material shall be debited to the PU account.

When the JR is entered in MIC system, the PU account is credited for all labour cost and material cost. Prepare Project Organization Chart and Personal requisition summary.

May 2014- Dec 2022  ABV ROCK GROUP LTD

PMV Administrator/ Document controller Ministry of Interior Project – Riyadh KSA

ABV Rock Group Ltd a Ministry of Interior Security Medical Centre project– Riyadh KSA • overseeing the entire employee journey from recruitment and onboarding to off boarding including managing employee records and data accuracy and Managed 1200+manpower, +150 equipment maintenance and Organize distribution of incoming and outgoing documents/ correspondence/ drawings intended for the section & Prepare min's purchase request of office

Provide the team with project-related information and carry out research when required. Assist the project team with document preparation and formatting using company templates, including reports, presentations, and correspondence

Support to Project & Site Teams Assist Project Manager and Engineers with administrative support including logistics, coordination, and communication help with scheduling meetings, preparing MOMs (Minutes of Meetings), and follow-ups.

Arrange accommodation, travel, and welfare facilities for site staff and laborers.

Organize the timekeeping and coordinate the administrative activities of the department including the dissemination of necessary & immediate information to different sections within the department.

Maintain filing of all the employees' related and project documents of contract evaluation, iqama, medical, discipline record and service report with overtime documents

Coordinate with payroll for employees' missing/vacation/sick leave and corresponding salary. Follow-up coordinate with HR manager for employees' contract renewal, iqama, medical, vacation leave request

Ensuring efficient management of employee records, benefits, and compliance with HR policies. Coordinate recruitment, selection, and onboarding processes within integrated HR applications. Coordinate and schedule appointments, meetings, and events for management and staff dealing with queries on the phone and by email & Request travel and accommodation for seniors' staffs & Additional employees' relations etc. Issuing gate pass & preparing documents transmittal for the letters for outgoing.

- Maintain filing system
- Payroll and Benefits
- HR Policy and Compliance
- Employees relations

Document controller

- Maintain document filing system
Overseeing project file and maintain the existing material documents together with incoming documents, in an orderly and controlled manner receives records and files all incoming documents and procedure distribution copies.

Prepares document transmittal and issue copies as requested. Approved ensure the issued copies being used by the recipient personnel is the current revision and collect any superseded documents and replace it with the latest issues

Ensure accurate maintenance of master duplication and transmittal status logs at all times facilitate effective communication & collaboration between different departments within facility management team

Tracks and keeps records of documentation makes copies of drawing for production and other company employees. Implements and follows company quality assurance program procedures

June 2012 – September 2013



Timekeeper, Bechtel Enka- Muscat Oman

Overseeing employees' monthly service report & Overtime summary with time data is accurate and submitted on time for Payroll salary process and Office admin works

Overseeing employees' daily attendance record, and provide project daily manpower breakdown report to project director & client and Hr. Manager

Prepare employees attendance record and absent record by system generate, manual

Monitoring employees' sick leave, warning record and monitor company duty time management

Follow-up and coordinate with HR, Payroll for employees' salary, advance, vacation, contract evaluation & Additional administration works

January 2011- April 2012

Storekeeper, Nathan Civil Engineers & Painting Contract-India

Material Tracking & Control Monitor the delivery schedule of civil materials and equipment maintain up-to-date records of material quantities, locations, and movements using project systems/tools Identify and report any material shortages, damages, or discrepancies

Receiving & Inspection Coordinate with logistics, warehouse, and QA/QC teams to ensure proper receipt, inspection, and documentation of incoming mechanical materials support the preparation of material receiving reports (MRRs) and maintain detailed logs storage & Preservation ensure all mechanical materials are stored in accordance with preservation requirements and manufacturer recommendations.

Conduct routine checks for preservation status and support the implementation of corrective actions where needed material Issuance support issuance of civil materials to construction teams based on the material requirements. Ensure that materials are issued on time and in accordance with project installation schedules Coordination & Communication Interface with engineering, procurement, construction, and warehouse teams to ensure alignment on material needs attend construction coordination meetings and provide updates on material availability and constraints.

Reporting prepare and distribute regular reports on material status, forecasted requirements, and inventory levels support audits and material reconciliation processes.

June 2008 – June 2010



Timekeeper, Tepe Akfen Investment Construction- Dubai Marina 101

Timecard management for reviewing and verifying the accuracy of employee timecards, ensuring all punches are recorded correctly prepare employee's monthly service report & Overtime summary with time data is accurate and submitted on time for Payroll salary process

Training and support providing training and support to employees on proper timekeeping procedures and policies maintaining timekeeping systems and software for generated service report and manual service report for high level position and sub-contractors.

Maintaining/ monitoring accurate record of employee attendance, including absence, leave requests, and overtime. Daily record and correct duty hours.

Provide daily manpower breakdown & Daily update manpower report day by day reporting for Generating reports on employee time and attendance for management as needed maintaining organized records of timekeeping data to auditing and historical reference.

EDUCATION

Bachelor of Arts from Gov't Arts Collage Melur

May 2004- June 2007

Diploma of Computer Application from LAN Melur

March 2007- August 2007

SKILLS

Cost Management

Analysis

Light Vehicles

Admin/Document management

ERP

Data Analysis

Time management

Team management

Health Safety

Decision Making

Supply Chain and Logistic

Microsoft Office

PERSONAL DETAILS

Name : M Vijayakumar Manthakalai

Date of Birth : May 6, 1986

Place of Birth : Sivangangai

Nationality : India

Civil Status : Married

Spouse : V.Pathma

Language Known : English, Tamil, Malayalam & Hindi

PASSPORT DETAILS

Passport : M9665564 / License KSA: Available / Iqama: Transferrable