

# CURRICULUM VITAE

## **RAHUL PULIYULLATHIL GANESAN**

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### PROFESSIONAL SUMMARY

Experienced Document Controller & Estimation Coordinator with 5+ years in construction projects across Saudi Arabia and India. I am skilled in document control, BOQ preparation, tender documentation, vendor coordination, estimation support, and proficient in Procore, Aconex, SharePoint, and MS Office. Proven ability to maintain accurate project records, manage submissions, and coordinate effectively with project and site teams.

### ACADEMIC QUALIFICATIONS

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

### TECHNICAL QUALIFICATIONS & SKILLS

- Procore Certification – Procore Technologies (2024)
- Aconex System Certification – Udemy (2024)
- Aconex Accredited Professional – Oracle (2024)
- MS Office (Word, Excel, PowerPoint, Outlook), Windows OS
- Document Control Systems, Proposal Management, Estimation Support

### PROFESSIONAL EXPERIENCE

#### Document Controller & Estimation Coordinator

**Bebright–Sonio Company Limited, Riyadh, KSA** (May 2025 – Present)

#### **Key Responsibilities:**

- Manage and control projects, pre-sales, and estimation documentation including proposals, BOQs, drawings, contracts, and correspondence.
- Assist in cost estimation by preparing BOQs, collecting vendor quotations, and creating comparison sheets for pricing evaluation.
- Coordinate with sales, engineering, procurement, and project teams to prepare technical and commercial proposals and tender submissions.
- Maintain organized document control systems with proper version tracking, approvals, and compliance with company and client standards.
- Conduct occasional site visits to verify project requirements, support estimation activities, and coordinate with site teams.

## Project Administrator

**Al Himam Working Contracting Co. Riyadh, KSA** (*April 2025 – May 2025 on Probation*)

### **Key Responsibilities:**

- Prepare project progress reports and documentation for ongoing and new projects.
- Create and send quotations, purchase orders, and invoices using Qoyod and Excel.
- Coordinate with vendors to obtain material quotations and handle procurement.
- Update purchase records in Qoyod and maintain organized hard-copy documentation.

## Document Controller

**Petrichor Designers, Calicut, India** (*Feb 2020 – April 2024*)

### **Key Responsibilities:**

- Manage project documentation including receiving, issuing, updating, and maintaining records.
- Prepare and submit RFIs, shop drawings, transmittals, and other project documents for approval.
- Maintain document control systems, register, and ensure distribution of the latest approved documents to relevant teams.
- Organize, scan, and archive project files while ensuring accuracy, confidentiality, and timely submission.

## Senior Executive

**Aachaari Constructions, Calicut, India.** (*June 2018 – Jan 2020*)

- Manage overall construction operations and project coordination.
- Communicate with clients and stakeholders to ensure deadlines and budgets are met.
- Coordinate with vendors and business partners for project requirements.
- Monitor team productivity, resolve issues, and prepare performance reports.

## KEY SKILLS

- Document Control & Records Management
- Pre-Sales Support & Proposal Preparation
- Estimation & BOQ Coordination
- RFQ Tracking & Vendor Coordination
- Time Management & Multitasking
- Strong Communication & Coordination

## PERSONAL PROFILE

- **Date of Birth:** 23-11-1993
- **Nationality:** Indian
- **Marital Status:** Married
- **Iqama Status:** Valid & Transferable
- **Languages:** English, Hindi, Malayalam, Tamil

## DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

**Rahul Puliyullathil Ganesan**

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