

BINCY SKARIAH

OBJECTIVE

To succeed in a stimulating and challenging environment that will provide me with advancement opportunities.

SKILLS

- Proficient in MS Office, Adobe Professional
- Good Communication and interpersonal skills
- Good team player
- Ability to plan ahead in order to meet deadlines on a timely manner
- Flexibility to work under pressure
- Meticulous and hardworking
- Quick at learning new concepts and technologies

EDUCATION

MSc Software and Information System (December 2004) Bharatiar University, Kerala, India

Bachelor Degree in Science – BSc Physics (April 2002) Mahatma Gandhi University, Kerala, India

LANGUAGES

English, Malayalam

PERSONAL DETAILS

Nationality : Indian
Visa status: Family Residence Visa

EXPERIENCE

Al Madar Holding

Oct 2023 – till date

Client: Ashghal / Primary Health Care Corporation (PHCC)

Project: Al Sadd Health centre (Package 10)

Consultant: ECG

Job title: Project Document Controller

Job Profile:

- Maintain and update all type of Logs related to Correspondences, As-Built Drawings, Material Submittals, WIR, MIR, ISR etc..
- Filing, Scanning, Maintain up-to-date archive for all type of Project documents in server, follow-up status of all correspondence/documents that needed further actions
- Send notification to Team for all incoming Correspondence/documents.
- Manage Handing over process to End-user (PHCC) like Spare parts, OMM, ABD, etc.
- Managing and uploading all Project documents to Client (Ashghal) Portal - PDLM for DC clearance certificate
- Prepare & Manage all type of correspondences to Client, End-user, Consultant, Sub-contractor
- Maintain confidentiality around sensitive information and terms of agreement.

Petroserv Limited

January 2022- February 2023

Client: Public Works Authority/Ashghal

Consultant: Stantec UK Limited (Qatar Branch)

Project: Design and Build (DB) for FIFA Readiness Project 6 (FRP 6) for Surface and Ground Water Network at Al Madinat Khalifa and Immigration Underpass Scheme C851/6

Job title: Team Assistant /DC to Consultant Office

Job Profile:

- Maintain and update Correspondences Log
- Receive, check, record and file technical and non-technical documents as per company policy and procedures and keep under safe custody
- Prepare letters for Contractor, Client, stakeholders, etc
- Filing, Scanning, Maintaining up-to-date archive for all documents in server, follow-up status of the all correspondence /documents that needed further

actions

- Producing document progress reports for senior managers.
- Maintain confidentiality around sensitive information and terms of agreement.
- Designing templates for documents, file types, and document databases.
- Send Email notification to the team for all incoming
- Sorting, storing and retrieving electronic and hard copy documents on behalf of project team
- Any other duties as required

**Harinsa
Contracting
Company
WLL, Doha,
Qatar**

October 2010 –
January 2022

Job title: Tender Administrator

Reporting to Tender Manager:

Job Profile:

- Assisting Tender department day to day responsibilities.
- Maintain up to date Tender Log.
- Coordinating the tender process from initial stage up to final Bid submission for each tender.
- Coordinate and prepare all Project Pre-qualification submission.
- Upload and maintain documents related to each Tenders and Pre-qualifications with a specific reference number and kept individually in Server system, notify team members for further study and reference
- Supporting the team with collating information in responding the tenders at both PQQ and ITT stage (Pre-Qualifying Questionnaire and Invitation to Tender)
- Identify Client requirements in respective to technical offer as well commercial offer for each tender
- Responsible for all administrative aspects of proposal development (Technical & Commercial) such as ensuring security and integrity of all proposal documentation, coordinating internal flow and review of all proposal inputs, and directing production of final master proposal.
- Coordinate all tender submission timely and maintain soft copy of the master proposal for further reference
- Monitoring each Tender status up to final closure or handover upon award.
- Coordinating and assisting post tender phase documentations as and when required
- Preparing all standard correspondences such as RFPs, confirmation faxes, Queries/clarifications, letters, Expression of Interest, etc., Coordination and follow-up of Tender Bonds/Guarantee related to each bid.
- Assisting IMS external Auditing process.
- Work and manage time to meet tight project schedule deadlines.
- Reviewing and updating technical documents
- Sorting, storing and retrieving electronic and hard copy documents on behalf of project team
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information
- Ensuring all documentation meets formal requirements and required standards
- Preparing presentations/Reports for the management meetings.
- Designing templates for presentations/reports

CLIENTS: Ashghal, PHCC, Qatar Energy, Qatar Foundation, Qatar Armed Forces, Kahramaa and many Public and private companies in Qatar.

Bidding Projects for:

A. ASHGHAL /PUBLIC WORKS AUTHORITY

- D&B of West Bay Central Bus Station And Water Transport Ferry Terminals At Various Locations
- Design&Build Project :Truck & Heavy Equipment Parking, Industrial Area (ASHGHAL/BARWA)
- Construction, Completion &Maintenance of Qatar Media Studios at 37 TV
- Package 6 Al Meshaf Health Centre| - National Health Laboratories
- Package 11 Al Wakra Health Centre|- Package 10 Al Sadd Health Centre|- Package 7- Ain Khaled Health Centre

B. MINISTRY OF INTERIOR

- Proposed Six (6) Nos. Kennels Blocks, Administration Annex, & Accommodation Building

C. QETAIFAN PROJECTS

- Qetaifan Island North, Phase 0, Beach Club - Main Works Package 1
- Marine Works Package 2b – Canal Excavation, Piling Works &Bridges

D. QATAR ENERGY

- Construction of Support Buildings at Dukhan – Phase 2

E. SUPREME COMMITTEE FOR DELIVERY & LEGACY

- Mina District Works, - Garden District

F. QATAR ARMED FORCES

- Con.of Structural Steel Guard Tower No.4 On Jetty Area @ Doha Naval Base Special Force Training Complex| - QECE_Store

**Harinsa
Contracting
Company
WLL, Doha,
Qatar**

October
2006 –
Septemb
er 2010

**Document
Controller
/Admin
Assistant**

Job Profile:

- Receiving & controlling all documents that related to each Project and tenders, Assign and track project document numbers and revisions, distribution to appropriate department and filing, which allows rapid and efficient retrieval of documents for further reference.
- Assisting employees with accessing documents through document management system.
- Ensure all incoming and outgoing documents are controlled, disseminated, and filed correctly
- Ensure that the unit's documents are checked and submitted on time prior to their submission due date
- Input document data into required registers ensuring that the information is accurate and up to date
- Record clearly on document register to whom they have been issued, date and distribute as appropriate
- Provide document control reports as requested, review progress and point out errors and/or delays or issues to relevant parties
- Liaise with subject matter experts on technical subjects in a positive, collaborative manner to prepare controlled documents
- Managing Multiple Project Documentation as well as tenders simultaneously.
- Copying, scanning and storing documents, and make sure that documents are stored safely and securely.
- Preparing letters, enquiries, quotations, purchase orders, internal memos etc.
- Maintaining & purchasing office stationery.
- Perform other duties/ tasks as required

**Gleeds Gulf,
Doha, Qatar**

Jul 2006 - Aug
2006

**Document
Controller**

Job Profile

- Track, transmit, and accurately file physical/ electronic documents and correspondence as company policy and procedures and keep under safe custody
- Input document data into required registers ensuring that the information is accurate and up to date and record clearly on document register to whom they have been issued, to follow –up with date and distribute as appropriate
- Preparing correspondences
- Maintaining files of all project related documents
- Receiving & distributing all type of submittals from Contractor and after Engineers /PM's approval sends to Client side
- Copying, scanning and storing documents.
- Prepare ad-hoc reports on projects as needed

**APTECH,
Thiruvalla,
India**

Jan 2006 - Jun
2006

IT Staff

Job Profile:

- Managing students in Practical Labs & Theory Classes.
- Preparing lab schedule for every week.
- Preparing evaluation tests in every 5 weeks