



Joseph John Chittilappilly

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Muscat – Oman

OBJECTIVES

To lead a position in Professional field, while working with a cause-oriented organization and in a robust environment. I possess to work solemnly the field in which I associate myself. It has always been my Endeavour to contribute my best to the efficiency and to continue personal and professional growth.

EDUCATIONAL RECORD

- **Level: MBA (Marketing and Entrepreneurship)**
Institute: Bangalore University, India (September 2003 – August 2005)
- **Level: BSc Physics**
Institute: Calicut University, India (June 2000 – April 2003)

PROFICIENCY FORTE

- ❖ Having **10+ years** of extensive experience in Document Controlling / Assisting QAQC/Office Secretary / Administrative Assistant with contracting Middle East.
- ❖ Having experience of document control software and have a good understanding of the entire construction process comply with ISO standards.
- ❖ Manages document creation, review, modification, distribution, and archiving.
- ❖ Having hand on experience in purchasing field and administration field.
- ❖ Excellent communication skills to liaise with both internal and external organizations.
- ❖ Seamless coordination and workflow integration.
- ❖ Maintain the files and control logs as required by the organization.
- ❖ Implement and maintain office system.
- ❖ Prepare minutes of meeting.
- ❖ Expertise in MS office (Word, Power Point, Excel, Outlook).
- ❖ Knowledge of office procedures, clerical, and record -keeping operations, and the of office machines.

CAREER HISTORY

- ▶ **Aalco Group Qatar Mar 2017 to Till Date: Kahramaa Water Projects, Majlis Grand Mercure Hotel Qatar, Al Jazeera Network. As Document Controller Cum Quality Control/Assurance Inspector**
- ▶ **Seashore Berge JV Jan 2016 to Dec 2016: Gulf Warehousing Project, Bu Sulba Qatar, As Document Controller Cum Site Administrator.**
- ▶ **Radiant Engineering Enterprises (UCC Sister Company) - March 2014 to Jan 2016: Mall of Qatar Hotel Project, Bin Mahmoud Residential Project & Luxury Villa Projects, As Document Controller**
- ▶ **March 2009 – January 2012 with Vaastu Projects Limited Bangalore, India as Office Manager.**

Roles & Responsibilities:

- ⇒ Follow and execute QCS Standards and KM standards for Kahramaa potable water services network are meeting.
- ⇒ Witnessing and coordinating with client the various all the test involved in the process of in exaction and pipe laying.
- ⇒ Raising all the related Inspections requests and getting approvals in the timely manner.
- ⇒ To ensure that controlled copies of latest approved documents and drawings are distributed as per agreed distribution matrix. Archiving daily also maintain files and control logs as required by project.
- ⇒ To maintain updated records of approved documents and drawings and their distribution clearly marked in a Document/ Drawing register as per the Company procedure.
- ⇒ Procedure including technical documents, Request for Information (RFI), Shop Drawings and As-built, Requests for Inspection Works (RIW), Site Instruction (SI), Field Work Instructions (FWI) Incoming/outgoing correspondences (letter, faxes, e-mail, etc), Method Statements (MS), Non-Compliance Report (NCR), Project Quality Plan, Standard, codes. Certificate, Vendor Data Books, Minutes of Meeting and commercial correspondence, maintaining detailed records of technical developments and variations.
- ⇒ Respond to queries regarding the status version of issued drawings/documents from project engineers.
- ⇒ Provide office support services to ensure organize systematic arrangements in the office and to ensure effectiveness and efficiency work within the office.
- ⇒ Implement and maintain office system.
- ⇒ Requisition of gate passes and renewal on timely basis.
- ⇒ Versatile in ERP process for Material Requisition follow up and Monthly Attendance timely Updating.
- ⇒ Processing and follow up of all HR related documents.
- ⇒ Applying and preparing documents/passess for approval authorities.
- ⇒ Preparation of Daily, Weekly and Monthly progress reports for official distribution.
- ⇒ Updates an organized filling system and enter the document data into the database and maintain filing number of the document into excel sheets.

- ⇒ Establish and maintain a filing system for all technical documents, store latest revisions of the approved for construction engineering drawings.

COMPUTER SKILL SET

MS OFFICE

PERSONAL INFORMATION

Date of Birth	: April 27, 1983
Nationality	: Indian
Passport No	: M9552591
Marital status	: Married
Religion	: Christian
Visa status	: Residential (Oman)
Driving License	: Valid Oman License /Qatar License
Language Known	: English, Hindi & Malayalam.

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

Yours Truly

Joseph John