

## **DOCUMENT CONTROLLER / TECHNICAL CLERK / WAREHOUSE SUPERVISOR**



**HARISH RAMDAS PAWAR**

Email: harish.19251@rediffmail.com / harish.kw19251@gmail.com

Mobile: IND – 00917796067729

### **Field of Specialization:**

Effective documentation is a key function of construction management because it can help crews adhere to project timelines. A construction document controller is a clerical specialist who manages various aspects of document control, including document archiving and document imaging.

### **Qualification: (Educational & Technical)**

- PGPCA Course (Professional Graduate Programme in Computer Application).
- Diploma in Computer Hardware: - Formatting, Installing the Software, Networking & Trouble Shooting

### **Software Qualification:**

- Microsoft Excel & Word, SharePoint and Microsoft Outlook.

### **Indian Experience:**

**Company: Seabird Logisolutions Limited (Verna Industrial Estate – Goa)**

**Designation – Warehouse Supervisor**

### **Qatar Experience:**

**Company: Nakilat – Keppel Offshore & Marine Ltd. (NKOM) Ras Laffan Industrial City State of Qatar**

**Designation - Document Controller**

Project Title: Engineering, Procurement & Construction for Rehabilitation of Dolphins at LNG Berth 3 & 4

Project Title: SPM Buoy 2 Overhauling (Block 5 Al – Shaheen Field) / Overhauling / Dry Docking of the SPM4

Project Title: Fabrication of OBS Module, OBS Boat Fender and Subsea Guide Structures

Project Date - 05<sup>th</sup> July 2022 to 22<sup>nd</sup> August 2022 (Short Term)

### **Kuwait Experience**

**Company – Combined Group Contracting Company (CGCC) Kuwait**

**Designation- Document Control Administrator**

Project – Mina Al – Zour New Refinery Project (ZOR) – Main Process Units (Contract No. ZOR/EPC-0055-A)

Project Date – **November 2018 to November 2019**

Project - Lower Fars Heavy Oil Development Program Phase- 01 (LFHO)

Project Date - **November 2015 to November 2018**

Project - Lower Fars Heavy Oil Development Program Phase- 01 (LFHO)

Project Date - **June 2016 to Mar 2017**

**Company - Kharafi National Company (KN) Kuwait**

**Designation–Document Controller**

Project - New Booster Station BS-171 West - Kuwait and Second Part at Slug Catcher Area – South Kuwait.

Project Date - December 2014 to November 2015

## **DOCUMENT CONTROLLER / TECHNICAL CLERK / WAREHOUSE SUPERVISOR**

Project - Installation of Low Sulphur Fuel Oil (LSFO), Fuel Gas & Gas Oil Pipelines from MAA Refinery to Sabiya & Doha Power Stations

Project Date - April 2011 to December 2014

Project - 40" Gas Pipeline from BS-131 to LPG Plant at MAA Point-A Slugcatcher & Pipeline KM01 to KM 99)

Project Date - August 2009 to March 2011

Designation – Data Entry in Document Control Department

Project - Facility Upgrade & Relocation of Underground Process Piping for GC's 3, 4, 6, 7, 8, 21, 23, BS140 & 150

Project Joining Date – May 2006 to July 2009

Designation – Data Entry Finance Department

Project - Shutdown (03months)

Owner - Equate Petro Chemical Company

Project Joining Date – February 2006 to May 2006

### **Indian Experience**

Designation – Data Entry in Admin Department (Goa – India)

Owner – Kare Lab Pharmaceutical Company

Joining Date – January 2005 to January 2006

Duration Period – Temporary Contract Basis

### **Duties & Responsibilities: (Warehouse Supervisor) India**

- ❖ Liaise daily with warehouse to ensure current stock levels availability
- ❖ Compile daily reconciliation between outstanding orders & available stock.
- ❖ Loading & Unloading of Indoor and Outdoor of A/C Unit.
- ❖ Loading & Unloading of Washing Machine Unit.
- ❖ Daily Entering Inward and Outward Materials in the system.
- ❖ Confirm daily in advance with warehouse on product quantity and availability of product required to dispatch.
- ❖ Maintain a healthy working relationship with service providers.
- ❖ Follow all safety procedures to prevent any damages to vehicles during the loading process.
- ❖ Loading sheet to be completed on a daily basis and constantly monitored to ensure accuracy and best efficiencies.
- ❖ Ensure vehicle inspection are conducted and driver credentials area valid.
- ❖ Verify invoice and delivery notes for accuracy.
- ❖ Monitor daily all processes to meet QA Standards (Quality & Hygiene).
- ❖ Dispatch doors to be locked during weekends and after hours.
- ❖ All relevant filing to be done daily.
- ❖ Monitor all staff to ensure accurate start and end shift periods.
- ❖ Ensure to be fully trained with regards to the disciplinary code.
- ❖ Ensure all staff are familiar with the disciplinary code.

### **Duties & Responsibilities: (Document Controller) Kuwait & Qatar**

- ❖ I am responsible for the effective and efficient document control of all engineering documents, in accordance with the established procedures.
- ❖ Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders, tracking and retrieval of documents and drawings.
- ❖ Ensure the correct stamping all documents or drawings in accordance with the prevailing document control procedures.
- ❖ Ensure that all documents are issued with the transmittal system.
- ❖ Receive and distribute project documents and drawings based on the Document Distribution Matrix to the right department and right person (action parties) as per agreed procedure after Project Manager's Review.
- ❖ Document distribution by Transmittal System as per Document distribution Matrix for Hard copy and Electronic Document Transfer.

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- ❖ Maintain records of engineering documents and drawings in hard copies and electronic files and monitor the revisions and approval status thereof.
- ❖ Keep current hard copies and file obsolete version.
- ❖ To maintain the documents and drawings in the Document Control Office under safe custody without any damage or deterioration with easy traceability.
- ❖ Scan and store the approved shop drawings in the database so that the project team can access.
- ❖ Preparation of all documents and communicating with employees in order to make submissions early is part of the job of a document controller.
- ❖ A document controller is responsible for document controlling. Before submitting a document, a document or file must first be checked and approved. This is the task of a document controller that all files submitted are approved by the person in charge.
- ❖ Register, log, distribute, track, issue, maintain and control office and site project documents and drawings.
- ❖ Maintain document logs for correspondence, Shop drawing, BBS, STQ, RFC, MAR, RAM, QA/QC ITP&PRO (incoming & outgoing).
- ❖ Receiving Isometric Master Drawings & Submitting for Isometric Weld Map Drawings for Client Approval.
- ❖ Submitting and Receiving Drawings / Documents through Contractor Share Folder via Share Point.
- ❖ Preparing (Scanning & Additional Hard Copy) **Final Quality Dossier** and Submitting to Client for Approval.
- ❖ Assisting other Document Controllers on project site to ensure and monitor the effective implementation of company Document / Drawing Control Procedure.
- ❖ Conducting regular project site visits and evaluate the current Document Control work processes, and suggest process improvements / development of new processes as required, in coordination with the Project Manager and Functional Department Head.

### Character Reference:

- 1) Mr. Ahmad Al – Habbash - Project Manager (**Combined Group Co.**) Contact No. 0096599870723
- 2) Mr. Ahmed Samy – Technical Engineer (**UGGC Co.**) Contact No. +201008719293.
- 3) Mr. Avneet Singh – Technical Engineer (**Combined Group Co.**) Contact No. 00919463674447
- 4) Mr. Senthil Kumar –Construction Manager(**Combined Group Co.**) Contact No. 00919976864732
- 5) Mr. Loganathan - Senior QA/QC Engineer (**Combined Group Co.**) Contact No. 00919566714956
- 6) Mr. HentryArumugam – Senior QA/QC Inspector (**Combined Group Co.**) Contact No. 00919360073981

### List of Skills

- Communication
- Ability to Work Under Pressure
- Decision Making
- Time Management
- Self-motivation
- Leadership
- Adaptability
- Teamwork
- Creativity

Date:

Place: Goa, India

(Harish Pawar)

**SOFTECH TRAINING CENTRE**

**SOFTECH  
SC  
COMPUTERS**

Sponsored by :  
**LIONS CLUB OF MARGAO - SOUTH**

**Certificate**

*This is to certify that*

Mr. / Mrs. HARISH R. PAWAR

S/o., D/o., W/o. RAMDAS H. PAWAR

has successfully completed course in D. C. H.

from 3/10/2001 to 10/08/2002

he / she obtained (A) marks.

Date :                     

**Ln. Joaquim Fernandes**  
President

                      
Incharge Faculty

                      
Centre Manager

**Softech Training Centre**  
Borda-Margao - Goa.

Obtained : Above 70% Distiction, Above 60-69% "A" Grade,  
Above 50-59% "B" Grade, Above 40-49% "C" Grade

Issued by :  
**Softech**  
Hema Appartments, Block C3, Flat No. 1, 1st Floor,  
St. Joaquim Chapel Road, Borda. Margao - Goa.



		Bharti Lokseva Charitable Govt. Reg. No. E/6851	
		<b>International Institute of Management and Technical Studies</b> An ISO 9001 : 2008 Certified International B-School Affiliated With Association of Indian Management Schools Gujarat Knowledge Society (Department of Technical Education Government of Gujarat)	
<b>Examination Report</b>			
Name : HARISH RAMDAS PAWAR			
E-Code : IIMTTGCA-3203088		Course: Professional Graduate Programme in Computer Application (P.G.P.C.A) Part - I	
Subjects	Max. Marks	Min. Marks For Passing	Obtained
Paper 1 : Internet	100	50	51
Paper 2 : Database	100	50	51
Paper 3 : Computer Networks	100	50	50
Paper 4 : Software Engineering	100	50	53
Enrollment Number 32388	Result Passed With <input checked="" type="checkbox"/> Grade	400	200
		205	
		Total of Marks : 205/400	

**Affiliations :**  
European Association for Distance Learning  
Accreditation with United Kingdom Accreditation Services (UKAS)





  
Registrar

Date of Issue : 8th August, 2015

شركة الخرافي ناشيونال ش.م.ك (مقفلة)  
**Kharafi National KSC (Closed)**



Date: 09/02/2016

Reference: 19251

**CERTIFICATE OF SERVICE**

We certify that Mr. Harish Ramdas Pawar of Indian Nationality,  
holder of Passport/ Civil ID Number M5450568 / 282092703034 has been  
employed with us in the position of A00286.DOCUMENT CONTROLLER from 20/02/2006 until  
20/11/2015.

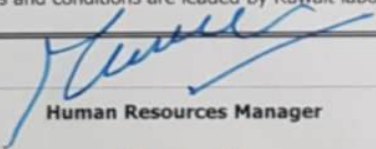
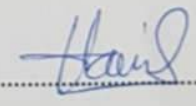
This certificate has been issued upon his request.

The company is not responsible for any liabilities resulting from the details contained in this  
certificate.

Authorized Signature



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Combined Group Contracting Co		شركة المجموعة المشتركة للمقاولات	
<b>Job Offer</b>			
Date:	15.08.2015		
Ref:	HRD		
Dear Mr.	Harish Ramdas Pawar		
We are pleased to confirm our appointment offer in CGC on the following terms:			
Job Code / Grade :	N 488/H		
Job Title:	Administrator		
Project / Department:	Special Projects Department (Oil & Gas).		
Total Salary:	325/-KD (Kuwaiti Dinar Three Hundred and Twenty Five Only).		
Allowances: (if any)	N/A		
Other benefits:	Accommodation, Transportation, Annual Tickets & Private Medical Insurance (Self) provided by company.		
Annual Leave:	As per Kuwait labor law.		
Indemnity:	As per Kuwait labor law.		
Joining Date:	...18.../...11.../2015		
Please be informed that you will be on a probation period of 100 working days from the day you start your employment with us.			
If after reading the offer you are in agreement of the terms specified herein would you please sign the letter signifying that you have read, understood and accept the terms contained herein.			
To proceed with the necessary action, we require receiving your reply no later than 7 days from the date above.			
All other terms and conditions are leaded by Kuwait labor law.			
 Human Resources Manager			
16.8.15			
Candidate Signature:			
Date:		18, 08, 2015	

QP 6.2.2-02-09  
Issue : 1 Rev. : 1  
Rev. Date : 3-June-2013





شركة المجموعة المشتركة للمقاولات

شركة مساهمة كويتية عامة (ش.م.ك.ع.) رأس المال المدفوع : د.ك. 16,340,577.300 PAID UP CAPITAL K.D. 16,340,577.300

**Combined Group Contracting Co. (K.S.C.)**

www.cgc-kw.com

E-mail : info@cgc-kw.com

Date : 2019/10/30 الكويت في :

Ref : 31401 الإشارة :

Experience Certificate

شهادة خبرة

Combined Group Contracting Co. ( K.S.C. )  
hereby certifies that employee :

تشهد شركة المجموعة المشتركة للمقاولات ( ش . م . ك . ع ) بأن :

Name : HARISH RAMDAS PAWAR

الاسم : هاريش رامداس باوار

Nationality : Indian

الجنسية : الهند

Civil ID No. : 282092703034

الرقم المدني : 282092703034

Job Title: Administrator

المسمى الوظيفي : اداري

Joining Date : 18.11.2015

تاريخ التعيين : 18.11.2015

Last working date : 31.10.2019

اخر يوم عمل : 31.10.2019

This certificate has been issued upon employee's request  
without any responsibility against the company towards  
employee or any other third party.

وقد اعطيت هذه الشهادة بناءً على طلب الموظف دون ادنى مسئولية  
على الشركة تجاه الموظف أو أي طرف آخر

Combined Group Contracting Co.

شركة المجموعة المشتركة للمقاولات



payroll section

2019/10/30

Tel. : 22254545 - Fax : 24344610 - 24344686

P.O. Box : 4819 - Safat 13049 Kuwait

C. R. : 13595

Website : www.cgc-kw.com

E-mail : info@cgc-kw.com



تلفون : ٢٢٢٥٤٥٤٥ - فاكس : ٢٤٣٤٤٦١٠ - ٢٤٣٤٤٦٨٦

ص.ب : ٤٨١٩ - الصفاة ١٣٠٤٩ الكويت

س.ت : ١٣٥٩٥

موقع الشركة على الانترنت : www.cgc-kw.com

البريد الإلكتروني : info@cgc-kw.com





# اتش اند زد كونتراكتينغ ترايدينغ اند سيرفيسيس H&Z Contracting Trading & Services

Ref: HZCT/HRD/JO/2022/6/2106

Date: 22-06-2022

Mr. Harish Ramdas Pawar  
Passport No: M5450568  
India

## Job Offer

Dear Harish,

Concerning the interview, you had with us, we are pleased to offer you the position of "Document Controller" with our company as per the following terms.

Designation	Document Controller
Basic Salary	QAR 4000 (Four Thousand Only)/month (Payable in INR)
Housing Allowance	Provided by Company
Food Allowance	Provided by Company
Transport Allowance	Provided by Company
Net Pay Per Month	QAR 4000(Four Thousand Only)/month (Payable in INR)
Contract Duration	3 Months Extendable up to 6 months
Site Location	Offshore
Ticket Entitlement	Joining ticket and return ticket will be provided by the client
Joining Date	July 07, 2022
Working hours	10 hours per day. 6 days a week.
Notice Period	(i) In case of Termination- Immediate (ii) In case of Resignation- 1 Month Note: (However it can change following the management decision)

During the period of employment, the employee shall not carry out any other business neither sign any contract or have any contract with any other parties nor disclose any company related information whatsoever.

Any resignation represented by the employee within the contract period will apply in deduction of the round-trip ticket, payment/expenditure incurred during visa issuance, residency permit and any other related expenditure incurred by the company if any.

Should you find the above terms and condition acceptable, kindly find the offer letter and return the copy within 7 days of issuance. We look forward to you joining our team and we trust that we shall grow together as a team to professional excellence.

Regards,

On Behalf of H&Z Contracting Trading & Services

Kamran Khan  
Operation Manager



Harish Ramdas Pawar  
Acceptance



4<sup>th</sup> Floor, Building No. 2, Al Muntazah Trading Center,  
Al Muntazah, Doha – Qatar | PO Box : 214216  
Tel : +974 4468 9764 | Fax : +974 4483 6142  
Website : [www.handzqatar.com](http://www.handzqatar.com)

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वीज़ा / VISA

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian  
**RAMDAS PAWAR**

माता का नाम / Name of Mother  
**SUNITA RAMDAS PAWAR**

पति या पत्नी का नाम / Name of Spouse

पता / Address  
**F.NO. 248 E 11 MANORA  
RAIA, SALCETE, SOUTH GOA  
PIN: 403720, GOA, INDIA**

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue  
**M5450568 05/02/2015 KUWAIT**

फाइल नं. / File No.  
**601076664222124**

**27853568**



## DOCUMENT CONTROLLER / TECHNICAL CLERK / WAREHOUSE SUPERVISOR



Ministry of Health & Family Welfare  
Government of India

### Certificate for COVID-19 Vaccination

Issued in India by Ministry of Health & Family Welfare, Govt. of India

Certificate ID 29955214500

#### Beneficiary Details

Beneficiary Name / लाभार्थीचे नांव Harish Pawar  
Age / वय 39  
Gender / लिंग Male  
ID Verified / तपाशिल्ली आयडी Passport # M5450568  
Unique Health ID (UHD)  
Beneficiary Reference ID 10152620626424  
Vaccination Status / बासीनाची स्थिती Fully Vaccinated (2 Doses) and a Precaution Dose

#### Vaccination Details

Vaccinated By / बासीन दिल्लो नामो Anslva Fernandes  
Vaccination At / बासीन केलो Loutolim PHC, South Goa, Goa

Dose Number डोसाचो आंकडो	Date of Dose डोसाची तारीख	Vaccine Name बासीनार्थी नांव	Batch Number बर्गणाचो आंकडो	Vaccine Type बासीनाचे प्रकार	Manufacturer कारखानदार
1/2	01 Sep 2021	COVISHIELD	41212124	COVID-19 vaccine, non-replicating viral vector	Serum Institute of India
2/2	25 Nov 2021	COVISHIELD	4129MC033	COVID-19 vaccine, non-replicating viral vector	Serum Institute of India Pvt. Ltd.
Precaution dose	03 Sep 2022	COVISHIELD	4122AA006M	COVID-19 vaccine, non-replicating viral vector	Serum Institute of India Pvt. Ltd.

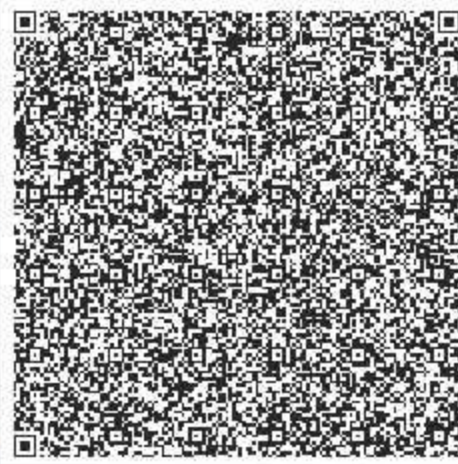
“बखद बी आणि शिस्त बी  
Together, India will defeat  
COVID-19”

- प्रधान मंत्री

In case of any adverse events, kindly contact the nearest Public Health Center/  
Healthcare Worker/District Immunization Officer/State Helpline No. 1075

छापचोय प्रतिकूल परिणाम जागवचो आसल्यार, उपकार करून आसतल्यो आरोग्यक भुरग्यांची वेवळ आसतली  
आवाय कर्मचारी/डिस्ट्रिक्ट इम्युनायझेशन ऑफीसर/राज्य हेल्पलाइन क्र. 1075 / फोन संपर्क करचो

**COWIN**  
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This certificate can be verified by scanning the QR code at  
<http://nvd.cowin.gov.in>