

CURRICULUM VITAE



Rahul Raghavan

E-mail: rahul28789@gmail.com

Mobile No: +971557215734, +971564692599, +91-8129668305,

CAREER OBJECTIVE

To work as a **Data Entry Operator** in an organization which will help me in realizing my potential to the fullest and at the same time help me grow as an adept professional in this field. I have **7+ years' experience** in Data Entry Operator field, and I am confident enough to handle various demanding situations strategically and meticulously.

PROFESSIONAL QUALIFICATION

Level-2(NDT) from St. John's Group Of Institutions in 2012.

Diploma In Fire And Safety Engineering in 2009 from NIFE, Kerala (India).

Certificate in Electronic Office in 2012 from Centre For Information Technology Kerala (India).

Knowledge in Computer Fundamentals, MS – Office, MS – Excel & Word,

ACADEMIC QUALIFICATION

- 1) Higher Secondary from Board of Public Examinations Kerala in 2008.
- 2) Secondary School from Board of Public Examinations Kerala in 2006.

Highlights of Major Responsibilities

- 1) Provide clerical and technical support to the QAQC Department.
- 2) Typing large number of data in Microsoft Excel, Word and Protrack (In-house Document System)
- 3) To liaise with the client in receiving and delivering of documents, ensuring that the documents are properly transmitted according to standard procedure.
- 4) Organizing and maintaining a system which contains project requirements and records.
- 5) Trained new recruits in handling the software systems used for data entry.
- 6) Maintain registers of all receipts and issues or submissions of documents and correspondence.
- 7) Expedite the return of documents and approvals or comments within the required time period from internal and external parties to whom they have been issued or distributed.
- 8) Ensure the effective running of the day-to-day operations of the document center.
- 9) Hands on experience in identifying, sorting of Engineering Documents and drawings (isometric drawings, P&ID's,

- scientific drawings, technical queries, data sheets, standards, procedures, manuals etc.) Management System.
- 10) Register, log, distribute, track, issue, maintain and control office and site project documents and drawings.
 - 11) Coordinate the activities of Document Control, including distribution of documents, tracking and reporting on document review progress
 - 12) Perform document control & Quality management activities.
 - 13) Maintain procedures for maintaining documents and manage change control of documents.
 - 14) Reporting on the performance of the document control system for review and as a basis for improvement of the documents control system.
 - 15) Work closely and liaise with contractors' document control group in all matters relating to document control.
 - 16) Maintain document logs for correspondence, material approval submittals, shop drawing, RFI (incoming & outgoing).
 - 17) To ensure compliance with quality assurance requirements at all time.

WORK EXPERIENCE

Penta Global ABU DHABI

Period: December' 2019 to Still continue

- Project: EPC For Qusahwira Field Development project
- Project: Majnoon CPF2 Project
- Project: EPC For BAB Integrated Facilities
- Project: EPC For BUHASA Field Development project
- Project: De-Bottlenecking for Associated Gas –EPC work
- Client: PETROFAC,CPECC,TARGET
- Designation: Data Entry Operator

Penta Global Kuwait

Period: January' 2018 to July 2019

- Project: Clean Fuels Project (KNPC-MAA Kuwait)
- Client: JGSK (JGC GS SK Joint Venture)
- Designation: Data Entry Operator

Penta Global ABU DHABI

Period: March 2017 to December 2017

- Project: Al Taweelah Alumina
- Client: Bechtel/Petrofac Joint Venture
- Designation: Data Entry Operator

Penta Global ABU DHABI**Period: April 2016 to March 2017**

- Project: UZ750 ISLANDS SURFACE FACILITIES PROJECT-EPC2
- Client: PETROFAC
- Designation: Data Entry Operator

Penta Global ABU DHABI**Period: January'2015 to March 2016**

- Project: Alrar
- Client: PETROFAC
- Designation: Data Entry Operator

Maa Kuthari Global LLC ABU DHABI**Period: January' 2012 to December'2012**

- Project: Habshan 5 gas project
- Client: Kharafi National
- Designation: Data Entry Operator (AMOGH)

LANGUAGE SKILLS

English	Read	Write	Speak
Malayalam	Read	Write	Speak
Hindi	Read	Write	Speak
Tamil	-	-	Speak

STRENGTH

- 1) Sincere
- 2) Hard-working
- 3) Workaholic

4) Result-orient

PERSONAL PARTICULARS

Name	: RAHUL RAGHAVAN
Father's Name	: RAGHAVAN
Date of Birth	: 28 July 1989
Language Proficiency	: English & Hindi (Read, Write, Speak – Excellent) Malayalam (Native – Mother tongue)
Marital Status	: Married
E-mail Contact	: rahul28789@gmail.com
Home Telephone	: +91 468 2258435
Passport Number	: T8146646
Place of Issue	: Trivandrum
Date of Issue	: 14-Aug-2019
Date of Expiry	: 13-Aug-2029

DECLARATION

I hereby declare that the foregoing details are correct and complete to the best of my knowledge and belief.

Date:

Place: Abu Dhabi

Rahul R