

# CURRICULUM VITAE

## **Ravi Mohan.M**

Thermo L.L.C  
Airport Site (Gate-5),  
Dubai, UAE.  
P.O Box-10664  
**Tel.No:00971 4 2996920(office)**  
**Mob No: 00971 (0) 559302045**  
**Email:ravimohanm@gmail.com**



### Job Objectives

A responsible and challenging position which can utilize my knowledge, skills and experience in contributing towards fulfilling the company's objectives.

### Personal Skills

- **Takes initiative and responsibility.**
- **A team player with ability to work in multi project environment.**
- **Can work the team to effectively meet the deadlines.**
- **Can adapt to the new environment easily.**
- **Interest and ability in learning new technological changes.**
- **Capable of working under pressure situations.**
- **Good interactive skills**

### Education Qualifications

- SSLC - The Board of Public Examination (1997-1998)
- +2 (1998-2000) - The Board of Higher Secondary Examination(1998-2000)

### Professional Qualifications

- ❖ Diploma in Computer Science and Engineering -Universal College of Engineering Alappuzha. (2000-2003 Course Completed)
- ❖ Diploma In Project Planning using Primavera P6 - CADD Centre
- ❖ Diploma In Mechanical AutoCAD - CADD Centre

### Computer skills

- |                      |   |                                       |
|----------------------|---|---------------------------------------|
| GUI Operating System | - | Windows 98, XP, Windows Vista         |
| Office Management    | - | Ms-Office 97/2000/2003 & 2007         |
| Other Software's     | - | Photoshop, AUTOCAD 2007, Primavera P6 |

## **Work Experience in Dubai (as a Documents Controller)**

\*Presently Working in **Thermo L.L.C** (A division of Union Properties), from 01.04.2007 to till date as a **Documents Controller** in various *Dubai International Airport Expansion projects*.

<b>Project Code</b>	<b>Project Name</b>
AX431	Terminal-1 Expansion (Phase II) Completion Works
AX272F	Terminal-2 Expansion (Phase II)
AX457	Enabling Works for Dynamic UPS Installation
S4606	Airport Miscellaneous Small Works
MWO98	Airport Miscellaneous Small Works
C4812	EK Line Maintenance Facility
AX415	LRT Station at Terminal-1(Metro Rail Transit)

## **THERMO.L.L.C**

A Leader in the field of Mechanical, Electrical and Plumbing engineering and contracting. With an experience of 28 years, Thermo L.L.C. offers comprehensive services as a single or multi-service engineering contractor for both small and large projects. Headquarter in Dubai; Thermo maintains offices in Abu Dhabi, Sharjah, Al Ain and Doha, Qatar. With an established reputation for providing high quality services with an annual turnover of Dhs 200 million, Thermo depends on the integrity of their over 3000 staff deliver professional excellence.

## **Duties and Responsibilities**

- Handle all the documentation related to the project.
- Controls and maintains the entire correspondence at the project
- Assist the Project Manager in preparation of all documents.
- Filing and logging documents directed by the Project Manager.
- Controlling all the shop drawings, design drawings and all technical documents.
- Managing the documentation through easy tracking system.
- Update the tracking log of Material order details, LPO, DO and Invoice
- Even under the tough work pressure, I had been given additional responsibility of preparing Airport (DCA) Passes for our employees to work in Live Areas inside Airport.

## **Specific Responsibilities**

- ❖ Routing all documents received effectively and with no undue delays
- ❖ Generate any project-specific reports as required by the Project Manager. Prepare progress reports for Inspection Requests, Material Inspection Requests, Non Conformance Reports, Quality Observation Reports & Site Instructions and weekly and monthly basis for meetings.

- ❖ Updating the tracking log of drawing flow sheet as and when the approved drawings are received from the main contractor.
- ❖ Update the tracking log of the Technical Submittals.
- ❖ All records must be legible, dated, identifiable and traceable to the activities involved. They must be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss.
- ❖ Records must also be kept in electronic format. Data integrity and security including back-up data must be ensured.
- ❖ Provide feedback and assist the Project Manager in the preparation of weekly/monthly reports.

### **Personal Details**

Name : Ravi Mohan.M  
 Father Name : Mohan Das  
 Date of Birth : 05/01/1983  
 Sex : Male  
 Marital Status : Married  
 Religion : Hindu  
 Nationality : Indian  
 Permanent Address in India: Malikachira House,  
 Kuttamangalam.P.O,  
 Kainakary,  
 Alappuzha.  
 Res.Ph in India : 0091477-2173799  
  
 Languages Known : English, Malayalam, Hindi, and Tamil

### **Passport Details**

Passport No : F 2168371  
 Date issue : 16/03/2005  
 Date of Expiry : 15/03/2015  
 Place of issue : Cochin  
 Visa Status : Residence

### **References**

**ANILD**  
**Project Manager (Gate-5 projects),**  
**Thermo LLC, Dubai, UAE.**  
**Mob:00971 (0) 506513596.**

**Place: Dubai**

**Date:**

**Ravi Mohan.**