**Sher**

**Sher.146681@2freemail.com**

**Objective:**

To seek a challenging position as **Document Controller/Contract Administrator** with opportunity & growth that would best fit my qualification and develop further my talent & skills for continues career improvement.

**Profile:**

* 5 years experience in handling admin/ Document Controller responsibilities Malaysia & UAE.
* 3+ years of experience in UAE with a reputed organization.
* Hold a Certification in Office Administration, Secretarial Practices & Higher Secondary in Commerce.
* Proficient in MS Office Applications.
* Have excellent communication skills.
* Can work under pressure & meet deadlines.
* Expert in handling people of diverse nationalities.

**Employment History**

**Document Controller,** M/s. Tafseer Cont & Gen Maint Co., LLC, Abu Dhabi, UAE (March 2009 onwards)

**Project Coordinator,** M/s. DCRDC, Nepal (Aug 2008 – Feb 2009)

**Admin Assistant/ Secretary,** M/s. Len Cheong Furniture, Seremban Senawang, Malaysiya (Aug 2006 – Jun 2008)

**Job Profile:**

* Managing all incoming and outgoing correspondence and checking, preparing, receiving, and distribution to the concerned staff, project, Client Etc.
* Maintained all incoming & out going Correspondences with proper log and hyperlink (project wise )
* Handling of contractual documents release to site/project. Issuing LOI’s/LOA’s/WO and subcontract agreement to the sub contractor and supplier as applicable and get their acceptances
* Maintaining contractual correspondence.
* maintained inter personal relations, support to administration department, maintained a safe and secure work environment
* Maintaining an excellent filing structure for the easy tracking of documents.
* Maintained all contractual agreement is proper way in hard & soft copies.
* Maintained confidential and general files, processing of permanent, long term, short term and vital records
* Monitor on-going activities and revise contracts.
* Assist in the Preparation IOM/general inquiry/correspondences/presentation and spreadsheet as advise by CM.
* Control petty cash, Record, monitor expenses, raises monthly invoices and handle the general payment of bills
* Sign for and distribute UPS/Fed Ex/Airborne packages.
* Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys.
* Setup and coordinate meetings and conferences.
* Develop and maintain good working relationships with all relevant local governmental bureaus, agencies and authorities.
* Create, control, and monitor all administrative requirements of other departments.
* Maintain stationary supplies and coordinating deliveries.
* Other assignments as required.

**Educational Background**

* **Certification in Office Administration & Secretarial Practices**, New York Institute of Business Studies, Abu Dhabi, UAE.
* **Higher Secondary in Commerce (HSE)**, Nepal.

**Computer Skills**

* M S Office Applications, Power Point, Outlook,
* Internet browsing