**CURRICULUM VITAE**

**Manoj**

[**Manoj.150605@2freemail.com**](mailto:Manoj.150605@2freemail.com)

**Applying Job:**

**Office Administration & Jr.Document Controller**

**Objective: To gain the challenge position in your Esteemed Organization where, I can utilize my Qualification & Experience to carry out my duties, Efficiency, to develop profitable knowledge & understanding to professional & personal growth.**

**Skills**

* Well maintain records organize staff meeting assist senior employees in data

Management and perform the small duties in an office

* Maintain files in an orderly manner, documentation of drawings and transmittals &

All officially paper.

* Maintain & update the Project file as per audits recommendation.
* Strong ability to work effectively with multiple supervisors.
* Well knowledge in Windows, Microsoft office, desktop publishing, and database

Management.

* 2 years’ experience as Document Clerk job.
* Extremely knowledgeable with clerical tasks and time management.
* Able to relate well to the public, very personable and good on the telephone.
* Able to assist in the regular small duties like taking calls, forwarding messages

Responding clients and customers and other paper works.

* Operating office machines like copy writer ,fax.etc
* Email required all paper and receiving all documents related officially work.
* Type all kinds of paper & Correspondence as required at officially work.

**Personal Skills**

I have the ability to work under pressure in all Circumstances

Fast Learner and hard worker

Result Oriented

Cooperative

**Professional Experiences:**

**2 years’ experience office Document Clerk job.**

**Computer Skills: - Diploma Computer Course in Dharan (Nepal)**

DATA BASE. Microsoft Access.

OFFICE TOOLS. Excel Word, MS publisher, and power point.

E-MAIL. Outlook Express, Microsoft Outlook.

WEB BROWSING. Internet Explorer.

**Education:**

**Intermediate 12th standard Class pass**

**Personal Details**

Date of Birth : 8th April 1992

Nationality : Nepal

Marital Status : Unmarried

Visa Status : Visit Visa Can join immediately

**Experiences**

**2014 till date office Document Clerk (CE Construction PVT.LDT Dharan Nepal)**

**Job Responsibilities**

* Maintain & update the Project file.
* Received message for the manager and senior employees, took calls and assisted the employees in their clerical duties.
* Organized meeting and supervised them noting main point for manager for their effective management and running.
* Interacted with clients, consultant and supplier and assisted them by providing information about their queries.
* Inputted data and information and up database.
* Handle daily staff scheduling.
* Process maintenance request, substituting for manager as needed.
* Assist in opening and closing procedure at the facility.
* To type down necessary papers & correspondence for the office.
* To manage and organize overall papers and files.
* Receiving Specification, Drawings and Documents from the Sub-Contractor, both
* Soft Copy and hard copies, on behalf of the Consultant and the Client.
* Distribute the documents to the Designated Action Person and to the concerned Engineers, Managers & Office staffs as per the matrix.
* Maintain and update document control registers for incoming and outgoing Project document Hard copy and Soft copy both.
* Maintain files in an orderly manner, documentation of drawings and transmittals.
* Update the latest revision and approval status of documents/drawings.
* Coordinate with Managers and Site Staffs’.
* Preparing submittals for Shop Drawings, Materials Submittals, Prequalification, RFI, Method Statement Etc, forwarding to client & consultant for to get approval.
* Maintain & update the Project file.
* Preparing Stationary’s requisitions.
* Binding files, lamination Etc.