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|  |  madan_photo |
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|  Carrier Objectives: |
| * *To pursue a carrier in an organization through my specialized knowledge and professional experience.*
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| * *To deliver quality services to an organization that match with the requirements of the job.*
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| * *To occupy prominent positions in the organizational setup that would enable me to render the best of my services thereby contributing significantly to the organizational effectiveness.*
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| Work Experiences: 1. Recently worked as Camp Administrator/Document Controller in Al Jaber Catering & Housing Services L.L.C. in Housing Division Al Ruwais, Abu Dhabi from September-2013 to November-2015.
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| Job Responsibilities: |
| * *Responsible for data entry and maintenance of all document related activities in the project. Assist supervisor in preparing the daily and monthly reports.*
 |
| * *Prepare log and distribute all the outgoing materials and all incoming materials. Maintain all soft copies as well as hard copies of all documents.*
 |
| * *Data entry and Maintain inventory record of Materials distributed and materials provided from head office store to the site. Responsible for Maintaining daily and monthly inventory report in the site.*
 |
| * *Responsible for maintaining payroll details of all housing division employees, their monthly time sheets, yearly vacation details, disciplinary action letters and transfer papers.*
 |
| * *Responsible for Maintaining soft and hardcopies of correspondence letters, contract papers, Memos, accommodation requests, minutes of meetings details and Health and safety documents and miscellaneous records of the site.*
 |
| * *Creating, maintaining monthly charge sheets to our clients in regarding catering and accommodation every month.* *Creating and maintaining water charge sheet for water distributed to project sites.*
 |
| * *Uploading all project related drawings received from consultant and contractors and distribute to concern person for review and approval. Maintain a central filing of all project documentation.*

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| * *Responsible for handling minor and major issues if happens inside camp like death of occupancies, theft, liquor consumption prohibition, altercations and also responsible for prevention of fire or flammable equipments inside the project site.*
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| 1. Previously worked as Senior Legal Medical Records Quality Proof reader PreludeSys India Private Limited, Chennai, India and worked from January-2010 to May-2013. Joined as Legal Medical Record Reviewer and got promoted as Senior legal Medical Records Quality Proof reader in 2 years.
 |
| Job Responsibilities: |
| * *As a* Legal Medical Record Reviewer *my responsibility is need to review to allotted medical of clients and need to provide the detail report of the client information related to the insurance claim legal issues and categorize the documents for linking scanned and reviewed page.*
 |
| * *As S*enior Legal Medical Records Quality Proof reader *my responsibility is need to quality check the medical record done by another legal medical record reviewer by comparing the scanned document for providing an error free document and need to upload to the client.*
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| 1. Worked with *TnQ* Books & Journals, Chennai, India (The Hindu Daily News Paper Division) as Copy Editor from April-2009 to January-2010.
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| Job Responsibilities: |
| * *My responsibility here to copy edit the journals by making corrections, structure the journals in the xml language to readable and printable format using printing softwares Adobe Indesign, Latex, 3B2.*
 |
| * *Designing and structuring Journals in a proper way for good attraction by altering, inserting proper images provided by author of the journal.*
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| 1. Worked with *Scientific Publishing Solutions*, Chennai, India (A Foreign Journal Division) as Copy Editor from May-2006 to March-2009.
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| Job Responsibilities: |
| * *My responsibility here to copy edit the journals by making corrections, structure the journals in the xml language to readable and printable format using printing softwares Adobe Indesign, Latex, 3B2.*
 |
| * *Designing and structuring Journals in a proper way for good attraction by altering, inserting proper images provided by author of the journal.*
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| 1. Worked with Amoeba Publishing Solutions, Chennai, India (A Foreign Journal Division) as Text Composer from January-2004 to March-2006.
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| Job Responsibilities: |
| * *My responsibility here to compose text of the journal to a structured readable format using the xml language and need to provide floats( figures with caption) and tables, formulas at the right area where it needed and making corrections using softwares Adobe Illustrator, Coral draw and page maker.*
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| 1. Worked with Accurate Data Convertors Private Limited, Coimbatore, India as Accounts Assistant from October-2002 to February-2004.
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| Job Responsibilities: |
| * *Entering the invoice, vouchers, receipt and balance sheet, profit and loss account statements using tally 7.1.*
* *Maintaining Inventory records of employees working in our concern.*
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| 1. Worked with CAT Academy Computer Institute Private Limited, Hyderabad, India as Accounts Assistant from March-2000 to June-2001.
 |
| Job Responsibilities: |
| * *Maintaining employees records, salary issuing, tax deduction, provident fund deduction details.*
* *Assisting in recruitment of new employees process with HR manager and handling all recruitment and inventory details in our concern.*
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| Academic Qualifications: |
| *Bachelor of Science (Major: Computer Science), College: Bishop Thorp College (Bharathiyar University) in the year 1998.* |
| *Higher Secondary Studies in Kongu Vellalar Matriculation Higher Secondary School, Perundurai, Erode District.* |
| *Secondary School Leaving Certificate in Government Higher Secondary School, Perundurai, Erode District.* |

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| Additional Qualifications: |
| *Autodesk Certified Professional in AutoCAD 2015 (CADD Technologies-Coimbatore) in January-2016.* |
| *Graphic Designer Program in Image School of Multimedia & Arts, Chennai in February-2004* |
| *Diploma in Medical Transcription in Compu-Quest Institute of Education, Hyderabad in 2000.* |
| *Diploma in Computer Hardware Maintenance and Networking in Acenet Computer Education (Bharathiyar University) in 2000.*  |

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| Softwares familiar with: |
| *MSWORD, MSEXCEL, PowerPoint, Photoshop CS2, Coral draw, Adobe indesign CS2 and AutoCAD 2015.* |
| ***Hardware Experiences****: Computer Hardware installation, maintenance, and trouble shooting.* |

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| Declarations: |
| *The information furnished above is correct and true to the best of my knowledge and belief.* |
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