#### Career Objective

Hard working, diplomatic, dedicated and consistently meeting deadlines, tenacious, quick learner and able to function under stress and within short time-frames. Work efficiently with team members and self-starter with decision making and problem solving skills.

# 

#### Professional Experience

**Leading Company**

**Project: Airline Operations Facility - New Doha International Airport – CP 65**

**Position: Document Controller**

**Duration: 2 Years**

**Doha Qatar**

**Duties and Responsibilities**

* Monitoring the process of maintenance and archiving of all internal & external documents and documentation, including drafts, originals and subsequent versions of contracts, proposals, modifications, general communication, agreements, technical documents/drawings, white papers, policies & procedures, guidelines, agendas.
* Ensure proper and satisfactory operation of the computerized document Management system at all stages (transmitting, receiving, recording, etc.).
* Supervise day-to-day operations of Document Retention Group & Provides information to internal and external auditors as requested for audit purposes; generate special reports as required.
* Prepare correspondence and faxes to client. Prepare file and do filing in very easily access and retrieval manner.
* Arrange meetings. Attending telephones and do needful actions. Process, manage and control all documents types (Drawings, Specifications, Reports, Data Sheets, Lists, and Schedules) in accordance with procedures and guidelines of company profile for the projects.
* Overall responsibility for controlling, maintaining, monitoring and day to day supervision of Technical Documentation and Administrative Documentation.
* Receiving and controlling correspondence, Transmittals, material submittals and all Technical Documents from client and consultant.
* Issuing and controlling Transmittals and all Technical Documents to Client and Contractor. Sending and Receiving documents by e-mail.

**Al Nawras Business Development Company**

**Project: Pearl Qatar**

**Position: Document Controller**

**Duration: 1 Year**

**Doha Qatar**

**Duties and Responsibilities**

* Registering of internal and external documents.
* Maintain document control registers / documents for incoming and outgoing project documents.
* Ensure that the latest revision and approval status of drawings is kept updated continuously.
* Maintain stick files in an orderly manner.
* Production of status reports for weekly / monthly meetings
* Ensure all hard and electronic copy distribution of controlled documents to focal point.
* Maintain documents for transmittal process for project documents.
* Expedite and maintain acknowledgements to transmittals
* Expedite responses to transmittals sent for review/comment.
* Respond to queries regarding revision status of issued drawings / documents from engineering / drafting personnel.
* Follow procedures and update document control procedures when necessary
* Manage the electronic and hard copy filing of project related technical documentation.
* Assure document quality to include completeness, accuracy and compliance with established procedures and updates.
* Filing and archiving of documentation to facilitate easy retrieval at a later date.

**Pipeline Supplies and Services Co.W.L.L**

**Position: Document Controller / Sales Co-ordinator**

**Duration: 1 Year**

**Doha Qatar**

**Duties and Responsibilities**

* Prepared Invoice, Performa, etc.
* Preparation of quotations according to the sales team requirement.
* Maintaining Customer Purchase Order and executing in time.
* Calling up Corporates, HNIs, and Industrialists.
* Keeping proper follow up of appointments.
* Maintain MIS for management review.
* Coordinate with Sales Team.
* Promoting companies products & services to identified and prospective clients.
* Filing, Documentation and admin work.
* Coordinating with accounts for generating Invoice against each purchase order

#### Summary

* Worked as **Document Controller** / **Sales coordinator**
* Well experienced in the **Records, Documents filing and Sales**
* Excellent typing skill in **English**.
* Expertise in **MS Excel** and **Ms** **Word** (MS Office packages) under Windows 95, 98 and 2000 platforms.

#### Educational Qualifications

* Functional English Degree Passed (Calicut University, Kerala – India)
* Plus two Passed (Higher Secondary Board Of Kerala - India)
* 10th Standard (Central Board Of Secondary Education India)

#### Professional Training/Certificates/Computer profile

* Diploma in Computer Application.(DCA)
* Degree Certificate
* Plus Two Certificate
* Good Typing Speed

#### Language Proficiency

* Fluent in English - (Writing, reading and Speaking)
* Fluent in Hindi - (Writing and reading)
* Arabic - (Writing and reading)

**PERSONAL DETAILS**

Nationality **:** Indian

Date of Birth  **:** 10 May 1986

Sex **:** Male

Marital Status  **:** Married

Religion  **:**  Islam

Date of Expiry  **:** 03-10-2014

Visa Type  **:** Visit Visa

**DECLARATION**

I hereby declare that the above cited declaration are factual and correct to the best of knowledge and belief.

Note:

Certificates and other related documents will be given upon requests.