10 Nov 2015

Dear Hiring Manager,

I would like to express my great interest and enthusiasm to work in your company as **Document Controller** as my qualifications and skills match your requirements for this position. I am hereby submitting to you my résumé for your consideration.

In my more than five years of collective experience as a Document Controller & Office Administration for various multinational private and government offices, I have demonstrated proficiency in all core office administration functions, including document preparation, internal and external communications, data and records management, coordinating with all departments of the company in order to assure that all documents are kept in the right place and in the right department file archive.

You will find me to be a very good communicator, versatile, and resourceful professional who can manage the office without supervision, juggle multiple tasks effectively, and maintain confidentiality with highly sensitive materials and matters.

I am readily available to work and I would love to speak with you to see where my skill set would be of the greatest benefit to your company.

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|  | **PROFESSIONAL PROFILE** |  |
| Highly motivated, goal-oriented and versatile professional with excellent interpersonal and organizational skills. Dynamic administrative staff, hands-on experience in dealing with clients and stakeholders in the field of engineering and construction. Proven competence in records management and office administration with the use of computer technologies. Seeking for a role as Sr. Doc. Control / Office Administration. |
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|  | **AREAS OF EXPERTISE** |  |
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| * **Documentation and Office Applications**
* **Interdepartmental Coordination**
* **Multimedia Presentations**
* **Internet Research**
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|  | **ACHIEVEMENTS** |  |
| * Operations, Administration and Advanced Documentation experienced in various UAE Companies.
* Received high marks in office management and administration through computerization from superiors.
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|  | **CAREER SNAPSHOT** |  |
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| * + - **Doc. Control Administrator,** Belgium Alum. & Glass- Al Faraa, Al Ain, UAE
 | Jan 2012 – Present  |
| * + - **Exec. Secretary cum Doc. Controller,** Company Name, Abu Dhabi, UAE
 | Oct 2010 – Dec 2011 |
| * + - **Document Controller,** Company Name, Abu Dhabi, UAE
 | Oct 2008 – Oct 2010 |

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|  | **EDUCATION** |  |
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| . Bachelor of Arts |  |
|  | **PROVEN JOB ROLE** |  |
| **DOCUMENT CONTROL ADMININSTRATOR**– Company Name – Belgium Aluminum & glass* Currently the main Company Centralized Document Controller for all projects of all project-related documents and procedures.
* Utilized computer-based document control system which suits the requirements of the client (Aconex, Smart DMS & others).
* Draft letters/emails as per instruction from Project Managers/Site & provide assistance to other Departments for any documents/assistance required.
* Attending Internal Meeting and preparing Minutes of Meeting as required.
* Coordinated the activities of document control with the all Project Team, Main Contractor & Subcontractors including distribution of documents, tracking and reporting on document review progress.
* Prepared document and material submittals and ensured that all documents and drawings are transmitted via document transmittals in a timely manner.
* Distributed controlled copies to the recipients and acknowledge the receipt for filing and ensured that recipients perform appropriate actions for these documents.
* Prepared, maintained, and updated the register of all project documents and drawings.
* Maintain and ensure a Centralized Documentation for all projects (soft copy and Hard copy) for easy retrieval and traceable to all users at all times

**EXEC. SECRETARY & DOCUMENT CONTROLLER** –Sonalika international * + - Organizing and coordinating meetings for Operations Manager.
		- Receiving and verifying incoming documents, check the accuracy of the transmittal notice.
		- Notifying superiors for the proper identification of the respective internal and external documents.
		- Updating and maintaining Operations Manager’s Calendar.
		- Using Wrench Document Management System for controlling files in the Operations Department*.*
* Receiving all technical documents such as Contract Drawings, Shop Drawings, Material Approval Request, Method Statement, and Request for Information, Engineers Instruction, Work Inspection from the Consultant and Sub-Contractors.
* Monitoring and verifying the documents for distribution to the concern person.
* Maintaining the electronic data for the incoming and outgoing documents.
* Preparing the document submittal to the consultant for their approval.
* Maintaining the filing system for the Technical and Non-Technical Document.
* Assist the Project Director in coordinating with the clients/consultants, prepare memos, and assist in meetings and in filing of documents.
* Performs other tasks that may be assigned by the super
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|  | **COMPUTER-RELATED SKILLS** |  |
| * **Office Applications**

- MS Word- MS Excel- MS PowerPoint- MS Outlook- MS Visio | * **Document Management**

- Aconex- Smart DMS- ERP |
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|  | **PERSONAL DETAILS** |  |
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| * Nationality
 | : Indian | * Visa Status
 | : Employ |
| * Date of Birth
 | : 23 Feb 1988 | * Languages
 | : English,Hindi,punjabi |
| * Marital Status
 | : An Married | * Availability
 | : Can work after one month notice |
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 **Gulfjobseeker.com CV No:** **1522410**