**First Name of Application CV No 1648548**

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**Date of Birth : 10th March 1986**

**Professional Profile**

A dynamic, vibrant, enthusiastic and hard working person who enjoys being part as well as contributing to a successful and productive team, whilst able to work well on own initiative. Thriving on learning new skills and quickness to grasp new ideas and concepts, with the proven ability to train and motivate others. Highly organized and result oriented, demonstrating the highest level of motivation required to meet tight deadlines while working in highly pressurized environments. Possessing excellent interpersonal skills with the ability to communicate concisely at all levels.

**Objective**

I am now looking for a challenging career, which will make best use of my skills and experience, enable further personal and professional development and provide opportunities for career advancement.

**Academic Qualification**

* **Post Graduation Diploma In Foreign Accounting** (IPA) (Institute of Professional Accountants) 2007-2009
* **Bachelor Of Commerce** (B.COM) (Lucknow University) 2004-2007
* **Higher Secondary Education** (Calicut University)2001-2003
* **SSLC**. (Kerala State, India) 2001

**Technical Skills**

* **MS Office** (WORD, EXCEL, POWERPOINT), **Accounts Software** (TALLY, QUICK BOOKS, EXCEL ACCOUNTS), **Windows XP** with experience in Hardware and Computer Operator Course.

**Language Proficiency**

* English,Hindi,Arabic (Working experience),Malayalam,Tamil

**Personal Profile**

Marital Status : Married

Nationality : Indian

Date of Birth : 10th March 1986

**PROFESSIONAL EXPERIENCE:**

**Position : Sales Coordinator cum Document Controller in Sales Department**

 (2014 September – 2016 March)

**Company : WMS Metal Industries LLC.**

 Dubai - ISO 9001 BV Certified. Group of Al Shafar General Contracting Co. (ASGC)

Manufacturer and Supplier for Garbage Chute /Waste Bin/ Trolley and Metal/Steel Works as Canopy /Hand Rail /Foot Pedal/Balustrade etc…

**Duties and Responsibilities**

* Attending the Enquiries through mails or calls.
* Update the Enquiries in Enquiry Tracker
* Reporting and updating the Sale/Marketing Manager with enquiry.
* Preparing the quotation as per the Estimate provided by the Sale/Marketing Manager.
* Send the quotations to client and timely follow up for the status of business winning.
* Assist the operations Department on process Job completion.
* Provide with Timely update and take client feedback after Job completion
* Prepare Prequalification for Tender Submission.
* Secures information by completing data base backups.
* Update the Document Control Registry (DCR).
* Register all Internal and External Documents.
* Manage the electronic and hard copy filing of project related technical documentation.
* Preparing Weekly Report
* Maintaining Submittal Log

**Software Knowledge**

* Aconex Documentation Software
* 4Projects
* Drop Box

**Position : Administrative Officer cum Document Controller (**2010 February to 2014 September )

**Company : Al Asab General Transport and Contracting Est.**

 (ISO Quality Management System,ISO 14001:2004,ISO 9001:2008,OHSAS 18001:2007)

 Abu Dhabi , Musaffah UAE

 **Projects Worked For**

* Borouge -3 Site Preparation Work in Ruwais - Construction of CNIA security area at Borouge-3- Lab (Fugro Middle East) Client (Borouge)
* Design & Construction of link road for from Ruwais to Camp Area - ADNOC- Lab (Fugro Middle East) Client (Borouge)
* Shah Gas Gathering Project (SGD1) ADCO- (Lab Fugro Middle East) Client (AL-HOSN)
* Documentation to Estimation Department for various projects at Dubai Office.

**ADMINISTRATION - Duties and responsibilities**

* Demonstrated ability to provide administrative services to senior managers
* Able to perform all clerical and secretarial duties
* Sound ability to manage payroll systems and keep track of records and files
* Communicate with management, staff, suppliers and customers to ensure a pleasant work environment
* Typing Documents and Distributing Memos
* Handling Incoming/ Outgoing calls, correspondence and filling
* Faxing, Printing, Photocopying, filling and Scanning
* Monitoring Inventory, office stock and ordering supplies as necessary
* Responsible for Purchase Orders
* Creating and modifying documents using in Microsoft office
* Updating, filling and Processing for all documents
* LPO’S and Order Processing Maintaining
* Stock Controlling
* Site Transportation Handling, Including Diesel & Petrol Billings.
* Petty Cash Handling.
* Site Coordination (Staffs & Labours)
* Scheduling Meeting.
* Preparing & Maintaining office records, reports.
* Ensuring company Warehouse tool & equipment’s available properly for the Staffs & Labours.
* Handle all Incoming & Outgoing Couriers.
* Transport Co-ordination for Staffs & Labours.

**DOCUMENT CONTROLLER -Duties and responsibilities**

* Preparing LAB Testing Reports
* Computes totals of document items, using adding Machine
* Maintain Concrete Register &Preparing Concrete Pour Card Reports
* Raising Request For Inspection (**RFI, NOI** )
* Update the Document Control Registry (**DCR**).
* Maintain the Documents and drawings in under safe custody without any damage or deterioration with easily traceability
* Maintain File and control Logs as required by the Project
* Maintain updated records of all approved documents and drawings and their distribution clearly
	+ - Register all Internal and External Documents**.**
			* Ensure that the latest revision and approval status of drawings is Kept updated continuously
			* Expedite and maintain acknowledgements of transmittal's (i.e. documents for review and comments, in addition to flagging unanswered correspondence).
			* Scan incoming documents/drawings/plans for file manipulation.
			* Manage the electronic and hard copy filing of project related technical documentation.
			* Maintain and update the status of all documents (incoming/outgoing) as per the Project Procedures.
			* Update the status of all material submittals.
			* Verify all correspondence and correctness of the document numbering code number, distribution type and Quantities of copies to be transmitted to concern Engineers.
			* Assure document quality to include completeness, accuracy and compliance with established procedures and updates**.**
			* Ensure that drawing transmittal's are acknowledged in case there is a dispute on whether the drawings were transmitted.
			* Archive all documents, drawings, Plants…..etc after the completion of the Projects.

**Position : Business Development officer cum Customer care service officer**, (2007 May to 2010 January)

**Company : Vodafone India,** Bangalore, India.

**Responsibilities:**

* Providing “Best-In-Class” account management and professional standard
* Managing relationships with corporate clients and individual clients and help them if they have any complaints
* Assist channel manager in developing the weekly sales plan
* Identify customer needs and presenting appropriate ways to fix the issue and preventing it happening again.
* Expertise in resolving escalated customer service issues.
* Preparing weekly reports on the development in the group.
* Handle all incoming and outgoing couriers
* Attend to incoming calls and visitors.

With my above overall experience I feel, I now have the experience and maturity to accept a post, which will make maximum demands on my skills and abilities while allowing me to grow in my chosen discipline

My employer can be assured of every effort on my part to ensure the success of any task allotted to me