**CURRICULUM VITAE**

OBJECTIVE

Seeking a challenging opportunity in your esteemed organization where my knowledge, skills and experience can be extensively applied and allows me to learn new environments and concepts for my career growth.

EDUCATIONAL QUALIFICATION

* Bachelor’s degree in Statistics from Kerala University.
* Diploma in Financial Accountants (DFA).

WORK EXPERIENCE

* Presently working as a Senior Document Controller in ***Dar Al Handasah Consultant*** in U.A.E
* One Year Two Months working as a Administrator/Document Controller in ***Aedas Architects – LLC*** in U.A.E (July 2014 to August 2015)
* Two Year Two Months working as a Secretary cum Document controller in ***System Construct L.L.C.*** in U.A.E
* One Year Five Months working as a Secretary cum Document controller in Hadeed Emirates Contracting L.L.C. with their consultant **M/s. Jacobs** in Abu Dubai-U.A.E (Sep 2010 to Feb 2012)
* Three years working as a Secretary cum Document Controller with ***Al Naboodah Contracting Co.L.L.C*** (Building Division) UAE.(Sept 2007 to Sep 2010)
* Two years working experience in India as Data Entry Operator

RESPONSIBILITIES

* Preparation of Document Transmittals, Submittals.
* Upload, register and Transmit documents through ACONEX.
* Maintaining various records & registers.
* Implement and manage the agreed methods and procedures for the control and management of documentation and other information for the life cycle of the project. Ensure that these methods and procedures are followed and are improved if and where required or possible.
* Setting up of the filling system for all the vendor’s information and documentation.
* Implement document and information storage / filing system, both in hard copy and electronic copy.
* Ensure the document management systems are efficiently managed and documents are uploaded / registered accurately and completely.
* Assist the PM to prepare weekly & monthly reports.
* Creating Power Pont Presentations, transfer notes into slides and merges various slides from different sources into one cohesive document / presentation.
* General Secretaries duties.

EMPOYMENT HISTORY

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| **Name of Project** | NEW ADNOC MEDICAL CENTER |
| Client  Contractor | ADNOC  TARGET |
| Duration of Employment | 2015 November – |
| Designation | Senior Document Controller |

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| **Name of Project** | THE RESIDENCES AT MARINA GATE 1 |
| Contractor | ALEC |
| Duration of Employment | 2014 July – 2015 August |
| Designation | Administrator/Document Controller |

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| --- | --- |
| **Name of Project** | DESIGN AND BUILD OF RUWAIS NEW AUDITORIUM, SPORTS HALL, SWIMMING POOL & MOSQUE AT RUWAIS |
| Contractor | SYSTEM CONSTRUCT L.L.C |
| Duration of Employment | 2013 October – 2014 July |
| Designation | Secretary Cum Document Controller |

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| --- | --- |
| **Name of Project** | DESIGN AND CONSTRUCTION OF INDIVIDUAL MALE & FEMALE HEALTH CLUBS AT RUWAIS |
| Contractor | SYSTEM CONSTRUCT L.L.C |
| Duration of Employment | 2012 April – 2013 September |
| Designation | Secretary Cum Document Controller |

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| --- | --- |
| **Name of Project** | AL-AIN Cement Factory- Service Buildings |
| Consultant  Contractor | HADEED EMIRATES CONTRACTING (HEC) |
| Duration of Employment | 2010 September – 2012 February |
| Designation | Secretary Cum Document Controller |

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| --- | --- |
| **Name of Project** | Oberoi Centre @ Bussiness Bay |
| Project Manager  Contractor | Confluence  Al Naboodah Contracting Co.L.L.C |
| Duration of Employment | 2009 February - 2010 September |
| Designation | Secretary Cum Document Controller |

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| --- | --- |
| **Name of Project** | Canal Point Hospital |
| Contractor | Al Naboodah Contracting Co.L.L.C |
| Duration of Employment | 2007 August - 2009 February |
| Designation | Secretary Cum Document Controller |

**Language Skills:**

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| **READ, WRITE, SPEAK** |
| ENGLISH, HINDI, MALAYALAM & TAMIL |

SKILLS

**Interpersonal Skills:**

* Ambitious and Hardworking
* Optimistic, sincere
* Willing to shoulder challenges and responsibilities
* Team working and Problem Solving/ leadership Abilities
* Excellent Communication Skills
* Time management capability
* Ability to take crucial decisions/ good decision maker.

***COMPUTER SKILLS***

* Advanced Diploma In Computer Software Technology
* MS Office, AutoCAD
* Good Working Skill with Micro Soft XP.
* DFA & Tally
* **ACONEX** (Project Admin).
* **PCM** (Primavera Contract Management)

PERSONAL DETAILS

Date of Birth : 18.05.1984

Nationality : Indian

Gender : Male

Marital Status : Married

Date of Expiry : 26.08.2025

Place of Issue : Dubai

**First Name of Application CV No:** **1668678**

Whatsapp Mobile: +971504753686 1668678

