##### Office Administrator/Document Controller/IT Administrator (21 Years’ Experience)

##### ASHRAF CH1MOHAMED

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## Current Position : **Office Administrator**

## Visa Status : Valid UAE Residence Visa

## Educational Qualifications : BBA (Bachelor of Business Administration)

## Languages Known : Arabic, English, Hindi and Malayalam.

## Nationality : Indian

**Summary of Career:**

**Total over Twenty one (21) years of experience as Executive Secretary / Document Controller in Government/ Engineering Consultancy Field/ Shipping Company/ Public Relation Office in UAE region. In addition, three years of experience as IT Administrator in Information Technology Field.**

**Major role in different companies:-**

* Prepare correspondences, memorandums, reports, schedules, purchase orders.
* Compose and distribute inter-departmental memorandums (e-mail, documentary and voice) ensuring timely delivery and receipt of important information while at the time maintaining confidentiality.
* Assisting PRO Section, for the preparation of Security Passes, Navigation Cards and all other documents related to Visa process Application for Labour and Immigration Department.
* Maintaining Computer Filing System and Computer Database.
* Planning Training requirements in the system, Training program and maintain records & prepare reports.
* Keep up time schedule of training activities.
* Assembling, Upgrading and Hardware trouble shooting of all types of PC’s.

**Employment Brief History:**

* As **Office Administrator.** **4 Years**
* Gulf Shipping Maritime Est., Abu Dhabi as **Document Controller*.* 2 Years 9 Months**
* IBA Consulting Engineers, Abu Dhabi as **Administrative Assistant*.* 5 Years**
* DIWI Consult Emirates, Abu Dhabi as **Executive Secretary. 4 Years 6 Months**
* Al Amal Public Relation Office, Abu Dhabi as **Data Entry Operator.2 Years**
* PACE Computer Academy, Kerala- India as **IT Administrator /Supervisor*.*** **3 Years 7 Months**

***(Details in Next page.)***

##### Educational Qualifications:-

* Passed **Bachelor of Business Administration (BBA)** (3 years) from Madurai Kamaraj University, Tamil Nadu, INDIA.
* Passed **Diploma in Computer Science** (1 Year)from PACE Computer Institute, KERALA , INDIA. Marks Obtained 80%.
* Passed **Pre-Degree Commerce** *(2 Years)* from Calicut University, Kerala, India. Marks Obtained 65%.
* Passed **Technical Higher Secondary School Certificate** (3 Years) from Technical High School, Kerala, India – Marks obtained 78%.

**Computer Skills :-**

* Operating Systems : MS-DOS, Linux, Windows 10
* Networks : Windows 2000 Server, Novell Netware
* Programming Languages : Visual Basic, ‘C’ Language, Clipper & FoxPro
* Software Packages : MS-Office, Adobe Photoshop
* Database : dBASE, MS-Access

**Typing Skills**

* Arabic : **55** WPM
* English : **65** WPM

**Other Certificates**

* Passed Electronics Engineering Course Certificate Indian Institute of Engineering, Kerala, India. (1 Year)
* Passed Advanced Cell Phone Technology Certificate Britco & Bridco Research Institute Kerala, India (3 Months)

##### Employment Records:-

##### Job position : Office Administrator

##### Year : 3 Years 10 months (June 2012 – Present).

##### *ADMA-OPCO is a major producer of oil and gas from the offshore areas of the Emirate of Abu-Dhabi.*

##### *The Company prides itself in being a pioneering petroleum Organization in this part of the world, having completed over 45 years of oil and gas production.*

**Duties & Responsibilities:-**

* Preparation of Weekly, Monthly Work Progress Report for Discipline Engineering Division.
* Maintaining Project filing system and major records like design drawings, specifications, contract documents and project correspondence
* Maintain appointment calendar, schedule appointments, conferences, and meetings.
* Keeping & updating time attendance sheet on the server.
* Responsible for scheduling meetings for all employees; escorts visitors to staff members' offices, along with hospitality service arrangements.

##### Name of Company : Gulf Shipping Maritime Est, Abu-Dhabi, U.A.E.

##### Job position : Document controller

##### Year : 2 Years 9 Months (July 2009 – April -2012)

##### *The company is operating mainly in chartering & operating tugs, safety standby, utility and anchor handling vessels. Its major business operations revolve around Abu Dhabi based petroleum construction companies (ADNOC, ADMA and NPCC) for their offshore operations.*

**Duties and responsibilities:-**

* Preparation of Monthly Salary Sheet with Employee strength (as per UAE Labour Contract) for Accounts department and compare with Labour office record.
* All Crew Personal File maintaining and updating.
* Keeping and Updating Officer’s work records.
* Keeping Original Panama License for Officer’s and updating relevant records.
* Preparing and Controlling Navigation License for Crews.
* Printing and Keeping All crews certificate verification report from their related website.
* Keeping and Filing for all crews necessary documents.
* Preparing GSM Strength for GM and compare with Labour office records.
* Keeping and maintaining Office Staff attendance register.

##### Name of Company : Ianbanham Consulting Engineers (IBA), Abu-Dhabi, U.A.E.

##### Job position : Administrative Assistant / Document Controller

##### Year : 5 Years (June 2004 – June 2009)

##### *IBA provides professional Mechanical and Electrical engineering services to clients throughout the Gulf Region.*

**Duties and responsibilities:-**

* Maintaining Project filing system and major records like design drawings, specifications, contract documents and project correspondence.
* Compose and distribute inter-departmental memorandums (e-mail, documentary and voice) ensuring timely delivery and receipt of important information.
* Designing and developing a uniform filing system for projects documents in accordance with the records classification structure.
* Document controlling - maintaining Mail Registering System daily through excel worksheet and updating the master file for entire incoming and outgoing correspondences.
* Typing technical correspondence, bill of quantities, specifications, tender documents, minutes of meeting and reports for the Client, Contractors, and other Consultants.

##### Name of Company : Diwi Consult (Emirates) Abu Dhabi, U.A.E.

##### Job position : Executive Secretary

##### Year : 4 Years 6 Months (Apr 1999 – Jan 2004)

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##### *Diwi Consult ( ) provides a full range of technical disciplinary engineering services within the following fields. Highway and Transportation, Civil works and Structures, Water and Environment, architecture and urban planning.*

**Duties and responsibilities:-**

* Serve as secretary to the assigned supervisor; greet visitors and answer telephone, provide information; keyboard correspondence and related matters; prepare and maintain files and records.
* Prepare correspondences, memorandums, reports, schedules, purchase orders and other materials from rough draft, copy, marginal notes or verbal instruction.
* Preparation of Weekly, Monthly Work Progress Report for Public works Department.
* Check and review a variety of data for accuracy, completeness and conformity to established standards and procedures.

##### Name of Company : Al Amal Public Relation Office, Abu Dhabi, U.A.E.

##### Job position : Data Entry operator (Arabic & English)

##### Year : 2 Years 1 Month (Jan 1997 – Feb 1999)

##### *Al Amal Public Relation Office. Provides a full range of PRO service for customers both Labour and Immigration Department.*

**Duties and responsibilities**:-

* Typing Arabic & English.
* Providing Internet Service for customers.
* Typing and arranging all kinds of forms (Ministry of Labour, Immigration and other Government Departments etc.)
* Providing PRO service as per customer request.

##### Name of Company : PACE Computer Education Institute, Kerala, India

##### Job position : IT Administrator/ Supervisor

##### Year : 3 Years 7 Months (May 1993 – Dec 1996)

##### *Paramount Academy of Computer Education (PACE) is a leading Computer Institute in Kerala. Provides computer software and hardware training. Programming and developing software for customers.*

**Duties and responsibilities:-**

* Maintaining Computer Filing System and Computer Database.
* Planning Training requirements in the system, Training program and maintain records & prepare reports.
* Keep up time schedule of training activities.
* Maintain Computer Register of Students, attendance records & daily progress.
* Worked as overall supervisor of the training center and regularly worked as software tutor.
* Assembling, Upgrading and Hardware trouble shooting of all types of PC’s.
* Analysis & Rectification of all defects in IBM compatible PC's + PC Assembly.
* Upgrading Assembled Machine with different configurations.
* Software and Hardware Trouble Shooting. Maintenance of IBM Compatibles.
* Involved in installation of storage and communication devices.
* Installation and configuration of all software.
* Solving software problems such as Window 10, Multimedia and Network issues etc.