**CURRICULUM VITAE**



**GHINCE**

**GHINCE.319040@2freemail.com**



**CAREER OBJECTIVE**

Seeking a challenging opportunity where I will be able to utilize my strong work experience and ability to work well with people, which will allow me to grow personally and professionally. I am self-motivated and able to work both independently and as collaborative team member.



**SUMMARY OF JOB PROFILE**

* Receiving & distributing project documents
* Distributing the documents by discipline to respective departments as per procedure.
* All documents and drawings and filing document / drawing numbers, title, revision.
* Updating logs files generate daily and weekly reports to management.
* Maintain electronic and hard copy filing system.
* Prepare and modify documents including correspondence, reports, drafts, memos and emails.
* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
* Open, sort and distribute incoming correspondence.
* Schedule and coordinate meetings, appointments and travel arrangements for Managers.
* Issue/distribute the new documents and drawings to respective Site Engineers.
* Identify the respective internal and external recipients for all incoming documentation, make clear and legible copies and issue as required.
* Maintain filing systems for the identification, traceability and retrieval of documents.
* Make void the old revision document/drawing.
* Maintain at all times a whole and complete control copy of project documents including drawings and details, and all other fundamental project documentation for the department.



**PROFESSIONAL EXPERIENCE**

* Since May 2014 I started working with Specialist Services as **DOCUMENT** **CONTROLLER** in **PETROFAC, UZ750** project.
* From 2007 - 2014 I was working as **Document Controller** at **OIL**

**ENGINEERING, ABU DHABI, UAE**

* In 2006 & 2007 I served as a Secretary cum Admin assist in Shut down at

**QAPCO GENERAL, MESAIEED, QATAR.**

 In 2006 I had been a part of Shut down work in both **RAS GAS TRAIN 1 & 2** **and QATAR PETROLIUM, DUKHANFIELDS,** as Secretary cum Admin assist.

* I started my career as a Shutdown at **QATAR PETROLIUM REFINARY Crude,**

**RFCC & Utilities as a Time keeper.**



**ACADEMIC PROFILE**

* **Industrial Training Institute**
	+ NCVT certified Fitter from ITI Chalakudy (Kerala, India)
	+ Batch : 2003-2004
* **Higher Secondary Education XII Standard**
	+ ST: Mary’s.H.S.S IRINJALAKUDA
	+ Kerala State Board.
	+ Batch **:** 2001 -2003
* **Secondary School Education X Standard**
	+ ST: Mary’s.H.S.S IRINJALAKUDA
	+ Kerala State Board.
	+ Batch **:** 2000-2001



**PERSONAL SKILL SET**

 Good communication, Interpersonal relationship and presentation skill.

* Excellent organizational, team working and leadership skill
* Analytical and creative skill
* Motivate , adaptable, and responsible
* Ability to work under pressure
* V Ability to learn and adopt new technologies fast.
* Sociable, pleasing mannered and having good sense of responsibility.
* Flexible and can adapt to any given situation.
* Excellent knowledge in Microsoft Office (Excel, Word, Outlook, Power point).





**PERSONAL DETAILS**

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| --- | --- | --- |
| Gender | : | Male |
| Date of birth | : | 26-05-1985 |
| Age | : | 31 |
| Marital status | : | Married. |
| Religion | : | Christian |
| Languages Known | : | English, Hindi, and Malayalam |

