**GOVIND**

**Abu Dhabi, UAE**

 Email: govind.322657@2freemail.com

**OBJECTIVE**

*To obtain a challenging position that allows me to utilize my current skills to assist in advancing a business that offers a stable employment opportunity. I am also eager to learn new skills and business and technological advancements.*

**PROFESSIONAL**

* More than (9) years of working experience asDocument Controller and OfficeSecretary in reputable firms in Saudi Arabia& UAE.

**SKILLS**

|  |  |  |
| --- | --- | --- |
| General Office Skills | Scheduling | SAP  |
| Customer Service | Book-Keeping | Aconex |
| Marketing & Sales | Time-Keeping | Ramboll |
| Front-Office Operations | Report Preparation | Oracle  |
| Written Correspondence | Material Handling | Out Look Expression |

**PROFESSIONAL EXPERIENCE**

Engineering Marketing Est;Abu Dhabi, UAE 2016-Present

***Office Secretary Cum Document Controller***

* Manage and maintain all controlled company documents.
* Update and control procedure documents and forms.
* Create and manage document hierarchy and process systems.
* Take charge of all document identification, classification and filing.
* Frequently conduct document audits confirming they are current and accurately reflect recorded evidence.
* Ensure revised documents are accessible.Assist with communication during external audits.
* Conform to company enforced specifications and Document Control Procedures.
* Train Document Control Clerks and delegate and oversee their tasks.
* Train employees in company’s controlled document processes to ensure correct handling of documents from the ground up.
* Oversee document through its entire lifecycle (inception to archival).
* Check and edit incoming documents and prepare for distribution.
* Create document filing and organizing systems that are both effective and efficient.
* Ensure proper organization and security of documents (paper and electronic).
* Log document requests and help retrieve documents as needed for employees.
* Make available, notify and distribute documents to relevant recipients.

JGC Gulf International Co.,Al Khabor;Saudi Arabia 2014-2016

***Document Controller***

* Manage telephone calls professionally, efficiently and with good communication skills.
* Receiving piping isometric drawings CD from client.
* Handling and data entry for engineering documents.
* Distribute Letter and Memo’s to various subdivisions.
* Hands on experience in handling works related with internet.
* Ability to work in a team, inspire and motivate other to excel.
* Isometric drawing issues to engineering for prepare piping spools drawing.
* Preparing the turnover documents, sign off forms to client.
* Preparing of weekly progress report for the commissioning activities.
* Preparation and sending documents/drawings to related engineers/supervisors.
* Journal updating contractor & sub-contractor appraisal performance report to Manager.
* Rapidly learn and master varied computer programs; recently completed Microsoft Office Suite certificate course.
* Confirm delivery of documents to proper personnel.

SAUDI ARAMCO, Al-Khobar, Saudi Arabia 2009-2014

***Office Secretary Cum Document Controller***

* Contract & co-operate with clients, patients & sub-contractor
* Sort out Vacation/Short Leave/Medical records of all staff.
* Keeping the track of Human Resources Data of all workforces.
* Charging man hours, checking unclosed & create work order at SAP method.
* Good analytical and problem solving skill, positive attitude & continual learning.
* Responsible for check contractors actual progress & forecast and concern about it.
* Attending telephone calls, typing & proper filling, maintain office rules and regulations.
* Close-out & review PM, MMT Ticket at SAP Logon and prepare monthly time sheet for contractor at work-order report at system.
* Dealing with insurance company & generate service order as per doctor instruction at system.
* Produce consultation to doctor as per sickness for patient with insurance card at oracle logon.
* Processing and renewal of ID card, Passport, Driving License, Residential Permit & Work Permit for personnel.
* Preparing, sending and receiving company e-mails, performs other office duties assigned by the project manager.
* Confirm validity appointment and covering treatment plus medication for long suffering as per insurance policy notify.
* Organizing & distributing of all incoming/outgoing correspondences (letters, faxes, agenda of meetings, project documentation, filling, printing etc.)

**EDUCATION**

BHAIRWAHA MULTIPLE COLLEGE, Lumbini, Nepal

Bachelor in Commerce (Commerce), 2004-2008

UN ORGANISATION SCHOOL, Meghalaya, India

***UN Examination Certificate,*** *2001-2003*

**TECHNICAL QUALIFICATION**

CALC INSTITUTE, Siddharthnagar, Nepal

***Diploma in Office,*** *2005*

**PERSONAL INFORMATION**

Date of Birth : 08 April, 1989

Sex : Male

Marital Status : Married

Religion : Hinduism

Language Proficiency in reading, writing & speaking English, Hindi &Nepali; Proficiency in speaking Urdu& Arabic.

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*I hereby declare that all the information given above are true and correct to the best of my knowledge and belief.*

***GOVIND***