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To,

The HR Manager

Sub: Application for the Post of Secretary cum Document Controller.

Dear Sir / Madam,

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With reference to the above subject, please find enclosed my CV along with this E-mail for your ready reference and further supportive action.

A challenging career opportunity in the field of Administration as a Secretary cum Document Controller with a well-reputed organization utilizing my experience, education and interpersonal skills.

Further to above, kindly note that I have eleven **(11)** years experience including Six ​Years Gulf & Five years Indian Experience in Administration and Documentation / Secretarial Job. I am assuring you that the job coming forward to me may complete with full involvement and dedication to improve the firm to reach its goal.

Please have a look on my resume, where I believe you will be able to find more suitability for the above role. Please feel free to reach me at any time on my Mobile or Email address which is also included herein.

Thanking you and assuring you of my best services and attention at all times.

**QUAZI**

[**QUAZI.326228@2freemail.com**](mailto:QUAZI.326228@2freemail.com)

**OBJECTIVE:-**

Challenging and rewarding career that will provide an opportunity, Produce dynamic result for the organization, utilizing my professional experience and qualities.

**PERSONAL STRENGTH:-**

* Naturally motivated to put physical abilities and natural talents, where ever they may be, into immediate action to solve any problem.
* Dynamic and Authentic & Creative individual.
* Enjoyment of team work and ability to work under pressure.
* Working under pressure with result oriented.
* Hard working with punctuality.
* Good communication skills.
* Discipline and dedicated.
* Fast learning qualities.

**EDUCATIONAL QUALIFICATION:-**

* **Master of Arts** **(MA-MCJ)** in Mass Communication & Journalism from Dr. Babasaheb Ambedkar Marathwada University Aurangabad Maharashtra india in 2012.
* **Master of Business Administration (MBA-HR)** from Bharathiar University Coimbatore Tamilnadu India 2011.
* **Bachelor of Arts (BA- Arts - English)** from Dr. Babasaheb Ambedkar Marathwada University Aurangabad Maharashtra India in 2008.

**OTHER ACHIVEMENTS:-**

* **Ph.D.** Entrance Test Qualify in 2014, from Dr. Babasaheb Ambedkar Marathwada University Aurangabad Maharashtra india.
* **Dr. Rafiq Zakaria Excellency Award** for Topper in Collage 2013.

**OPERATING SYSTEMS & SOFTWARE SKILLSET:-**

* MS Office (Expert in 2010, 2007 & 2003 Versions) , Internet Mailing (MS Excel, MS Word, MS Outlook, MS Power Point Presentation, etc)
* Program installation and Trouble shooting
* Excellent Computer and Communication Skills
* Operating System – Windows –98/2000/2003, XP, VISTA Premium & Windows 7
* QuarkXpress.
* Well Trained for Using of Internet Uploading & Downloading of Drawings from A Web Program.
* Various types of Software like Inpage, etc.

**CAREER PROFILE:-**

1. **REEM CAPITAL CONTRACTING.**

Sheikh Zayed Road Dubai UAE

Working as a Document “CONTROLLER / SECRETARY”

Since 01 Feb. 2015 to Till date.

**PRESENT ASSIGN PROJECT:-**

**Mr. Abdulhamid Mohammed Saeed Al Ahmadi Construction of 2B+G+7+H.C. Commercial & Residential Bldg. Plot No. 3265622 AL Jadaf, Dubai, UAE**

**As a Administrator and Document controller Cum Project Secretary.**

**PAST ASSIGNED PROJECT:-**

**Mr. Abdulhamid Mohammed Saeed Al Ahmadi Construction of 2B+G+9+H.C. Commercial & Residential Bldg. Plot No. 3261300**

**THE VANTAGE TOWER (HOTEL APPARTMENTS)**

**G+4p+28 Floors +Roof – Client - DAMAC Properties.**

**JOB & RESPONSIBILITIES:-**

* Coordinate all activities related to the Document Control procedure.
* Process, control and administer incoming and outgoing documents (correspondences, submittals, transmittals, specifications, drawings, etc.).
* Manage electronic document management system as well as hard copy records on as per company system.
* Ensure all documentation is controlled in accordance with the company's procedures for document control.
* Upload and distribute documents to relevant parties in accordance with the document distribution matrix workflow.
* Maintain and update logs to ensure accurate status of submissions.
* Prepare necessary data reports for various parties in a timely and accurate manner.
* Coordinate with consultants and contractors to send and receive various reports, drawings, submittals and other outstanding issues.
* Preparing submittal transmittal forms (Technical, Material, Shop drawing)
  + Preparing summary sheets for drawing submittals & Material submittals.
  + Updating registers and the register will be issued to the concerned staff once in a week. (Technical, Material submittal, Shop drawing Submittal.)
  + Maintains Technical library, Reference material and Catalogues.
  + Documents Scanning Distribution & maintaining in allocated folders
  + Maintaining Logs files for In & Out correspondence, Inspection Request, NCR, RFI and other records.
  + Method statement producing with a title, a unique reference number and the revision number and distribute to all concerned dept.
  + Taking Monthly Backup of all records and drawings.
  + Segregation of handed over project documents from ongoing projects.
  + Arranging all documents as per the company quality standard procedure for ISO auditing.
  + Attending phone calls.
  + Receiving and distributing documents by , Mail & E-mail.
  + Ordering and Maintaining Stationeries and equivalent.
  + Monitoring the processing of Documentation.

1. **TAAMIR INFRA ESTATE.**

Opp. AMC Buddi Lane Road Aurangabad MS (India)

Worked As a **“ADMINISTRATOR”**

Since June.2010 To Nov. 2014.

* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Generate the various document control reports as required.
* Control all kinds of investor submissions such as letters, drawings, and exceptions with distribution, compilation and filing. Maintain accuracy in the document status and ensure easy retrieval of documents.
* Register all incoming and outgoing mails and client correspondence related to permits and ensuring compliance to communication procedures.
* Preparation of various forms such as utilities, facility start up, No objection certificates etc.
* Keep record of all document movements to various departments across entities
* Establish proper document management procedures and systems in Department.
* Typing of site documents, and follow up of all the site needs
* Controls issuance of document numbers, including maintenance of proper document registers
* Ensures proper document classification, sorting, filing and proper archiving.
* Reviews completeness of documentation and prepares document transmittals.
* Maintain updated records of all approved documents and their distribution clearly
* Performs document quality check in accordance to document control procedures.
* Performs file backup to ensure proper storage and archiving of electronic registers.
* Prepares reports, as may be required.
* Generate various reports for monitoring submissions, to provide information to the management.
* Develop and maintain computer logs to monitor database

1. **AMSAR WOOD MANUFACTURING.**

Jabel Ali Dubai (U.A.E.)

Worked As a **“OFFICE ADMINISTRATOR”**

Since Jan.2005 To Apr.2010

**JOB & RESPONSIBILITIES:-**

* Complete forms in accordance with company procedures.
* Compose, type, and distribute meeting notes, routine correspondence, and reports.
* Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
* Locate and attach appropriate files to incoming correspondence requiring replies.
* Make copies of correspondence and other printed material.
* Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
* Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
* Collect and disburse funds from Petty cash, and keep records of collections and disbursements.
* Conduct searches to find needed information, using such sources as the Internet.
* Coordinate conferences and meetings.
* Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
* Arrange conferences, meetings, and travel reservations for office personnel.