# Bineesh

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# Objective:

To be a part of an organization which uses my skills and expertise in its process of growth and change, while giving me an ample opportunity to learn and enrich my competence and to be seen to have contributed meaningfully in attempt to achieve the right consensus and to use my skill sets for the progress of the company I worked for**.**

**Professional summary:**

Worked as Documents Controller cum Administration of M/s. Ghantoot Transport & General Contraction LLC, Abu Dhabi, UAE From 13th March 2014 to 6th October 2016. Also had few months working experience in Ghantoot Group Head Office as Document Controller.

**Project Details:**

**Current Project : New Abu Dhabi-Dubai Highway Road E 311 (Package A)**

**Company : M/s. Ghantoot Transport & General Contracting L.L.C**

**Position : Documents Controller/Administration**

**Consultant : M/s. Aecom Middle East Ltd**

**Client : Department Of Transport (DOT) Abu Dhabi**

**Employer : M/s. Musanada**

**Project Value : AED 1,304,969,745.00**

**My Responsibilities:**

Coordinates all activities related to the Documents control and office administration procedures including Technical documents, drawing commercial correspondences. Input documents dates in to standard registers ensuring that the information is accurate and up to date. Generate various document control reports as required. Typing all office document control reports and doing all office related clerical works as required.

**Duties:**

* Maintaining and submission of the documents to the consultants, client and controlling the documentation.
* Monitors and coordinate all activities related to the document control procedure including technical documents, RFI, Notification of Inspection, Project Quality Plan ( PQP), Project HSE Plan, Project Quality Inspection Report, and Method Statements etc.
* Copy and distribute documents according to document distribution matrix (logs) via Transmittals or through correspondences.
* Distribute the documents to the respective people (Projects Manager, Senior Project Manager, Project Manager, Construction Managers, Project Technical Managers, Project Office Engineers & Site Engineers, etc.) through proper records and transmittals sheets or via internal office memos.
* To control all non administrative documents such as construction drawings, specifications, instructions and procedures received from clients, subcontractors, suppliers as well as documents originated by the company.
* Make Data Entry of received documents & notify pending submittals to the site staff in periodically.
* Classification, sorting, filing, archiving and retrieval of Drawings.
* Receiving and Distributing incoming and outgoing documents and mails.
* Maintaining incoming and outgoing documents for appropriate records and registers to follow up properly.
* To provide general administrative support to all engineers, managers to deliver good customer service to clients.
* Keeping all received and sent documents in PDF.
* Recommend stock requirements of various stationary required for the project office.
* Keep proper filing system for all technical submittals.
* Prepare reports of submittals (Overdue of open submittals from Contractor, pending of document from Contractors etc.
* Prepare close out details when project going to finish.

**Previous Experiences:**

* **Worked as Purchase cum Store Manager of ASMA Rubber Products PVT. LTD. Located in Cochin Special Economic Zone (CSEZ), Cochin, India from March 2014 to November 2014**

**My Responsibilities:**

* Each morning check with plant in charge and check the GI Book and enter the items (chemicals) consumed in register each day (shift wise).
* Taking the reading of Furnace oil & Electricity consumed.
* Checking the physical stock every morning and make sure that the stock in the register & system is matching with the physical stock.
* Checking which items (both chemicals & office) items for plant is short and preparing indent based on that will prepare purchase order form and getting signature from the concerned to get the approval from the Managing Director and after that placing order from the concerned suppliers of the product with a better price.
* To follow up with the suppliers for the early delivery and will arrange to make an advance payment incase needed.
* Preparing GRN.
* Maintaining proper documents file regarding the Purchase orders, suppliers bill accordingly and to be forwarded to the accounts department.
* Also purchasing the Miscellaneous items for the office canteen to be purchased by making purchase indent on memo book for the same and make approval ,arranging cash with cashier and will inform the purchaser to purchase.
* **Worked as 3G Data Consultant of TATA TELE SERVICES LTD Retail & wholesale outlet from November 2013 to February 2014, Cochin, India.**

**My Responsibilities:**

* Promoted the TATA Data Devices within and outside the Tata True Value Hub at Palarivattom, Cochin and Attended the customer Postpaid Bill Issues of Telephone and Data connections, Maintained internal complete stocks Audit and submitting the Reports twice in a week as per the head officer’s instructions. Maintained Retail Management Services and Customer Relationship Management.
* **Worked as Financial Consultant of IDBI Bank limited, Ematty Towers, Thrissur from September 2008 to December 2008**

**My Responsibilities:**

* Promoted the whole sale and Retail Banking products, and handled current and savings bank accounts and dealing with the customer’s complaint related to their savings and current accounts.
* **Worked in Hotel ARYA INTERNATIONAL as Human Resource Trainee From January 2010 to March 2012**

**My Responsibilities:**

* Assisted in compliance with all relevant legislation pertaining to all Human Resource Functions and Maintained the HR Data Base and regularly update the personnel information.
* Personnel filing system for H R Manager. Maintain and update personnel records for staff, Record leave and staff changes and Update the Staff Handbook as and when requested by the HR Manager
* **Worked as WEST WOOD RIVERSIDE GARDEN RESORT as Business Development Executive from January 2009 to December 2009**

**My Responsibilities:**

* Territory mapping and market segmentation to identify new customer group to market various product and increase market share.
* Organizing and conducting promotional campaigns for generation of business by enhancing brand visibility.

**Education Qualification:**

* **Master of Business Administration** with specializations In **Human Resource Management** (Major) and **Marketing Management** (Minor) from Adhiyamaan College of Engineering, Hosur under Anna University, Chennai, India during 2006 to 2008.
* **Bachelor in Commerce**, Mahatma Gandhi University, Kottayam, kerala, India from 2003 to 2006
* **Higher Secondary**, Secondary Board of Education, Kerala, India from 2001 to 2003

**Personal Qualities:**

1. Well versed with Windows, MS-Office, Tally, Multimedia and Internet Applications.
2. Committed to work
3. Very flexible in nature
4. Motivator and self motivated.
5. Capable in working under pressure.
6. Effective time management.

**Projects Done:**

Title: Market potential of Avon E-bikes.

Done at: V S marketing company, Cochin, India

Scope: Survey, Analysis and documentation.

Activity: SWOT analysis and comparative study done and identified market potential of electronic bikes in Cochin.

**Personal Details:**

Date of Birth: June 06th, 1984

Language Known: English, Hindi, Malayalam (Mother Tongue).

Sex: Male

Marital Status: Married

Visa Type: Visit

Visa Expires: 27 April 2017

**DECLARATION:**

I hereby declare that the above Furnished Details are true to the Best of my Knowledge and belief.