#####  Matthews

 Matthews.347835@2freemail.com

##### Project Management and Administrative Professional

**Project Administrator /Document Controller/ Executive Secretary**

Analytical, dynamic, and highly dedicated **Project Managementand Administrative Professional**with over **10 years**of experience asProject Administrator, Document Controller and Executive Secretary. Capable of working under pressure with diverse teams, meeting deadlines.Experienced working in fast-paced environment demanding strong organizational, resourceful and interpersonal skills.

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| * Project Documentation & Presentations
* Good Communication Skills
* Good Coordination Skills
 | * Self-Correspondence
* Technical Reporting
* Organization Management
 | * Quality Assurance
* Good Typing Speed
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# Professional Experience

**TECHNIP-FRANCE,** Abu Dhabi, UAE Feb 2014 –Dec 2016

***Project Administrator***

Capably handleproject plans and schedules, status reporting, travel arrangement for onshore & offshore personnel to visit site and arrange mobilization/demobilization of staff members from base to site location and vice versa. Skillfully tackle documents like Health Card, Travel Card and Security Pass for Onshore/Offshore officials.

***Keys Accomplishments:***

* Direct all the engineers and designers for managing the draft and stencil for client’s approval prior tothe beginning of the project; expertly review format and arrange documents issued by the discipline engineers are in line with the approved format by client.
* Diary management, arranging Client meetings and scheduling appointments for the Project Director /Manager.
* Proficiently place requests for requisite supply deliveries and maintain inventory.
* Independently manageand update technical documentationwhich involvesmonitoring and uploading project documentsissued by the project managers electronically.
* Prepare memos, letters and emails regarding the projectand prepare weekly and monthly reportsand manage distribution of project related documents.

**Arabian Construction Co. (ACC),** Dubai, UAE Sep 2005 – Aug 2013

***Document Controller***

Expertly handled project documents and maintaineda centralized system to control data activities anddistribution by asserting, implementing and updatingpolicies according to Company and Clients requirements;

***Keys Accomplishments:***

* Successfully updateand maintain register records for the entire database;deliver admin support and liaise with other departmentsregarding insurance and transport; make decisions based upon SOPs, regulations and policies related to the performance.
* Rationalize engineering subdivision and sub contractor’sfunctions including, drawings, procedures, standards, specifications, purchase orders,data sheets, manuals through SAP system.
* Assist construction team and senior staff members by dexteritycontrol engineering documentation, QC documentation, (inspection records), subcontractor’s documentation with client / contractor as well as internal review approval of sub-contractor documentation.
* Facilitate clients in overall construction activities, purchases supplies to ensure the organizational development growth; consistently interact with client regarding project progress and management of construction activities.

**Bin Bandooq Group (BBG),** Abu Dhabi Oct 1999 – Aug 2005

***Office Administrator***

***Keys Accomplishments:***

Skillfully managed administrative activities which involved purchase of equipment, maintenance of procurement, housekeeping, safety, security and employee induction; oversaw repair, maintenance & replacement of office equipment, appliances, furniture, furnishings, vehicles, building,handling enquiries, pricing, quotations, and invoicing. Implementation and operations of security, surveillance and monitored all Statutory Compliance areas.

* Coordinatewith various departments within the corporate office and all branch offices; organize meetings, conferences, travel arrangements for onshore& offshoreInspection team and hotel reservations for guests & foreign delegates.
* Successfully preserved a reputable /customer services and accurate record keeping at all times.
* Efficiently arranged a centralized system to control correspondence, regulated the numbering system for all correspondences &submittals, and defining a filing system for rapid access of all documents.
* Resourcefully maintaineddocumentation, business control check, audits sheets and procedures also handled back office operations, inter-office correspondence, confidential mails,cheques, quotations, and monthly billing.

**Ariba / Kawneer, Inc,** Abu Dhabi Aug 1996 – Sep 1999

***Executive Secretary /Sales Assistant***

**Kawneer** is a leading producer of commercial construction systems, architectural aluminum products & systems, hurricane resistant, and energy efficient building.

* Managing administrative activities involving purchase of equipment, maintenance, safety, security, employee induction.
* Responsible for the entire administration / facilities /employee relations of the organization.
* General secretarial duties of typing letters, faxes, quotation.
* Handling false ceiling inquiries, obtaining price and preparing quotations.
* Submittal of drawings, documents, materials for approval from Consultant through Contractor.
* Co-ordinate with site and suppliers.
* Preparing various reports maintaining records on sales and commissions.

**Consolidated Contr. Int’l. Co (CCIC)** Mar 1995 – Jul 1996

***Executive Secretary***

Consolidated Contractors International Company is a leading diversified company carrying out construction, engineering, procurement, development and investment activities internationally.

* General Secretarial duties of typing letters and faxes.
* Preparing various report of excavation, backfilling, daily, weekly and monthly reports.
* Allocation of manpower to various work section.
* Calculation of overtime of labourers and office staff of each section and preparing reports.
* Data entry of accounts section, Invoicing, preparing cheques and dispatching to suppliers, salary payments of labourers.

# Education & Credentials

Bachelor (B.com), Cost Accounting,Kerala, India

Honors Diploma in SystemManagement,NIIT, India

Computerized accounting package

Microsoft Office Package – Ms Word, Excel, PowerPoint

Well versed with usage of Internet & E-mail

# Projects

* Al Yasat& Al Dhafra Offshore Field Development Project (EPS, IFD)
* PetroMasila Al Yasat& Al Dhafra Offshore Field Development,Project – EPS, FEED,
* Al Khafji J Al Khafji Joint Operations (Feasibility Study)
* ADGAS OAG1 –Offshore Associated Gas Project EPC Package 1ZADCO - Replacement of SS Blow down System & Gas Lift Operability Upgrade.
* UpgradeYLNG - Propane Storage Relocation Project & Upstream Facilities Project
* All Etisalat buildings, ADCO, GASCO Aluminum&Curtainwall project (Ariba/KawneerInc)
* NDC Onshore & Offshore Inspection Contracts

# Personal information

* Languages – English, Hindi and Malayalam
* Nationality - Indian
* Marital Status - Married
* Driver License – Valid UAE

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