***JOBIN***

***JOBIN.348008@2freemail.com***

|  |  |
| --- | --- |
|  |  |

***C****AREER* ***O****BJECTIVE*

*Seeking a challenging career in a dynamic and team oriented organization where my work will be beneficial, satisfying and enable continued professional development.*

***S****UMMARY*

* *5 years and 4 months of experience in Office Administration & 1 year and 6 months experience as Document Controller.*
* *Strong client orientation and proactive management skills*
* *Excellent business judgment and strategic thinking abilities*
* *Cool , stable and believer in hard work*
* *Skills in using a wide range of design, fabrication, and business solutions.*
* *Highly motivated, disciplined and resourceful.*
* *Perform quality work and complete it on time.*
* *Ability and sincere willingness to learn and adapt to new strategies.*

***C****AREER* ***H****ISTORY*

***Organization*** *:* ***Al Nasr Contracting Company (2015 - Present)***

*Designation* *: Document Controller*

*Duration* *: September 2015 to till date.*

*Al Nasr Contracting Co is a leading contracting organization providing integrated services in a diversified field. Founded as a construction company in 1972, Al Nasr quickly built a reputation for applying innovative methods and performing precise engineering and construction work within civil engineering and electro - mechanical works. Today, Al Nasr having the broad in-house expertise in diversified verticals such as engineering, procurement, civil, electrical, instrumentation, piping, mechanical, marine, irrigation and landscaping.*

***PROJECTS***

***C035 - Construction of Lagoon, Pool and Bridges (Dubai Parks and Resorts)***

***C041- Bollywood Park Package 4B (Entry Building, Rock-On Building and BB West.***

***Major Roles and Responsibilities:***

* *Giving Secretarial support to the organization and other superior staff in completing day-to-day operations and other duties as assigned.*
* *Accepting and verifying the documents & drawings from Draughtsman and Subcontractors.*
* *Preparing the drawings & documents for uploading in PM Web and submitting to Consultant*
* *Preparing and managing correspondence, reports and documents.*
* *Making letter drafts as instructed by the organization*
* *Receiving the approved/rejected documents from consultant and submitting to PM for Distribution*
* *To send and receive E-mail messages and distribute the documents to the concerned staff as indicated in the distribution list.*
* *To keep and maintain the auctioned correspondence hard copy and electronic filing system*
* *Preparing & updating logs for letters, Drawings and all Construction Submittals.*
* *Keeping day-to-day filling of all documents as project wise as well as documents to be computerized as project wise*
* *Handling Petty cash*

***Organization*** *:* ***Shriram Transport Finance Co. Ltd.(2010 -2015)***

*Designation* *: Executive (Back Office Admin)*

*Duration* *: April 2010 to August 2015 .*

*Shriram Transport Finance Co. Ltd. is a Non Banking Finance Company. It is the Flagship Company Of Shriram Group Of Companies. It is India’s largest player in Commercial Vehicle Finance. The company has more than* ***800*** *branches across India. I had worked in Kollam branch in South Kerala*

***Major Roles and Responsibilities:***

* *Accepting and verifying the documents of customers provided by the executives.*
* *Entering and uploading the data of the customers for getting approval*
* *Lead creation and Proposal creation for vehicle loans*
* *Scanning of documents and uploading*
* *Disbursement of the loan for giving the loan amount to the customers.*
* *Collecting the post disbursement documents from the customers for updating the same.*
* *Accepting the cash remitted by the customers as their monthly installments.*
* *Settlement process management and issuing NOC*
* *Expense management-Vehicle, Office, Petty*
* *Follow up the customers for the renewal of their vehicle insurance.*

***EDUCATIONAL QUALIFICATIONS***

***Name of the course*** ***: B.Com (EDP & computer application)***

***Board /University*** *:* ***Kerala University, Trivandrum, Kerala****.*

***Period of study*** *: 2006-2009*

***Percentage of Marks*** ***: 51%***

***Name of the course*** *:* ***Higher Secondary Course (commerce)***

***Board /University*** ***: Higher Secondary Board, Kerala***

***Period of study*** ***: 2004-2006***

***Percentage of marks*** ***: 68%***

***Name of the course*** ***: SSLC***

***Board /University*** ***: State Board of Secondary Education***

***Period of study*** ***: 2000-2001***

***Percentage of mark*** *:* ***41%***

***COMPUTER SKILLS***

*MS OFFICE, TALLY, INTERNET AND EMAIL APPLICATION*

*HOBBIES*

* *Playing cricket.*

***EXTRA-CURRICULAR*** ***ACTIVITIES***

* ***Kerala School Games 2004.***

*Member of Silver Medal Winners under 19 Cricket Team for Trivandrum District.*

* ***College Merit Certificates for Sports and Games 2009.***

*Winners of Cricket Tournament as Captain. 1st Place Winner for Discus throws.*

*1st Place Winner for Long Jump.*

*2nd Place Winner for Shot put.*

*2nd Place Winner for Quiz Competition (2009).*

|  |  |
| --- | --- |
| ***P****ERSONAL* ***D****ETAILS* |  |
|  |  |
|  |  |
| ***Date of Birth*** | ***:*** *25-04-1986* |
| ***Sex*** | ***:*** *Male* |
| ***Nationality*** | ***:*** *Indian* |
|  |  |
| ***Marital Status*** | ***:*** *Married* |
| ***Languages Known*** | ***:*** *English, Malayalam, Tamil* |

***R****EFERENCE*

*References will be provided upon request.*

***D****ECLARATION*

*I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.*