| AbdulAbdul.358094@2freemail.com  |
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| Career Objective/Summary |  * A commerce graduate from the University of Calicut, looking to secure a document controller or accountant or Admin assistant position similar to utilize my current analytical skills and knowledge and also help me to further develop these skills in a practical and fast-paced environment.

To gain the position of a document controller or accountant where my professional experience can make extensive contribution towards the growth and benefit of the organization. |
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| Work Experience | Document controller-Haramain High Speed Railway Project, @ MASCO, Jeddah, Saudi Arabia(**since** **March 2011 –2016 )****Keys & Responsibilities:*** Assisting in coordinating the activities related to document control including auditing and distribution of controlled documents, maintaining electronic department and tracking and reporting document review progress.
* Managing the archival activities for controlling documents and validation of documentation files.
* Working independently to facilitate work group activities in the department.
* Working with subject matter professionals on technical subjects in a collaborative, positive manner in preparing controlled documents that conform to require define formats.
* To control all non-administrative documents such as issued for construction drawings, specification, instructions and procedures received from clients, subcontractors suppliers as well as documents originated by the company.
* Receiving & distributing incoming and outgoing documents and mails.
* Distributing AutoCAD drawings and updating in logs on daily basis.
* Updating data on share point.
* Making purchase request in oracle.
* Create and maintain tracker for drawing approval process and technical submittals.
* Assist PM in preparation of monthly reports.
* Making daily reports of Head office and submitting to consultant.

Account Assistant (Sales tax consultants & practitioners)**(2010 – 2011)****Keys & Responsibilities:*** Managed all of administrative support in marketing department & conducted research in marketing strategies.
* Managed invoicing and billing process.
* Handle data entry and general ledger work as well as book keeping and general clerical duties.
* Handle Bank book and cash book entries
* Help to generate finance statement
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| Education | * **Bachelor of commerce (B.Com) from University of Calicut, Kerala, India**
* **Secondary School Leaving Certificate Board of public Examination, Kerala**

**Subject specialized:*** Business statistics
* Managerial economics
* Information technology for business
* Financial accounting
* Business & Corporate laws
* Business management
* Banking theory
* Business communication
* Marketing management
* Entrepreneurial development
* Auditing
* Cost & Management accounting
* Income tax
* Co-operation
* Business practice and development

**Other Qualifications:*** Computerized Accounting with Tally
* Accounts management
* M S Office (word,excel,outlook)
* Share point
* Oracle
* SAP – ERP-FINANCE
* ACONEX
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| Skills and Achievements | * Energetic and hardworking
* Communication skills
* Positive thinker
* Confident in handling assignment
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| Hobbies and Interests**Personal Profile** | * Reading
* Travelling

Date of Birth : 25-05-1989Age : 27Sex : maleReligion : IslamNationality : IndianLanguages Known : English, Hindi, Arabic & Malayalam |

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| Declaration | I hereby declare that all details furnished are true and correct to the best of my knowledge and belief.  |