| Abdul  [Abdul.358094@2freemail.com](mailto:Abdul.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 |
| 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 : 25-05-1989 Age : 27  Sex : male  Religion : Islam  Nationality : Indian  Languages 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. |