**KAMBRATH**

Industrial Area – 7

Sharjah - UAE

E-mail: kambrath.358293@2freemail.com

**CAREER OBJECTIVE**

 A challenging position and achieve involvement in a progressive organization offering the opportunity to fully utilize and develop my inherit skills in the field of Documentation and other related jobs

**EXPERIENCE SUMMARY**EXPERIENCE SUMMARY

* **Worked as a Travel Consultant for more than one year in a Travel and Tours Agency - Kanaf Travels&Tours (India)L.L.P , Kottakkal - Kerala**

Employer **:** **Kanaf Travels & Tours( India) L.L.P –Kerala , India**

* **Worked as a Documentation Executive for 3 years in a reputed Travel Agency - Alhind Tours & Travels Pvt.Ltd Kerala- India**

Employer **:** **Alhind Tours & Travels Pvt.Ltd – Kerala, India**

* **Worked as a Computer Operator for two years in a reputed Oil & Gas refinery construction company in Dammam - KSA.**

Employer **:** **Mohammed Al-Mojil Group (MMG) – Dammam, KSA**

***(One of the biggest companies in Saudi Arabia having Complete business process through SAP system in all its functionalities)***

*Duties & Responsibilities***:**

 Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.

 Input document data into the standard registers ensuring that the information is accurate and up to date.

 Generate the various document control reports as required.

 Typing of site documents, and follow up of all the site needs.

 Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable

 Maintain updated records of all approved documents and drawings and their distribution clearly

 Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.

 Maintain the files and control logs as required by the project.

**STRENGTHS AND SKILLS**STRENGTHS AND SKILLS

* Capable of working as an effective team member having confidence to handle pressure and able to co-exist in a multicultural atmosphere.
* Committed and dedicated to the assigned work for the perfect output.
* Excellent communication and analytical skill with ability to perform as a team player.
* Highly motivated and energetic.
* Analytical ability and quick grasping capabilities.

**ACADEMICAL ACTIVITIES**

* Acted as the Student Editor for our college Magazine.
* Acted as the coordinator of English Camp which has been conducted in different institutes under the English Club in our college.

**EDUCATIONAL QUALIFICATIONS**

* **Bachelor of Education ( B.Ed in English** – MG university)
* **Bachelor of Arts (BA) – English Language and Literature** (Calicut University)
* **Higher Secondary - Plus Two** (Board of Higher Secondary, Kerala )
* **Secondary School Leaving Certificate** **- SSLC** – (Kerala State Secondary Educational board)

**COMPUTER PROFICIENCY**

* **Desk Top Publishing (DTP)**
* **Microsoft Office** **Package**
* **Posses** **Adequate IT / Software** Proficiency and Internet Exposure.
* **Proficient in English and Arabic Typing**

**SOFTWARE SKILLS**

* **SAP** :Well knowledge and Experience in **SAP** as the end-user in Material Management(**MM**)R3 Module.
* **ORACLE** : One year work experience in Fixed Asset Management System (FAMS)

**HOBBIES AND INTERESTS**

* Listening to Music ,Reading contemporary books and Magazines
* Travelling and surfing
* Playing chess and other outdoor games.

**LANGUAGES KNOWN**

* ENGLISH
* ARABIC
* HINDI
* URDU
* TAMIL
* MALAYALAM (native language).

**PERSONAL PROFILE**

Date of Birth : 5th April 1982

Gender : Male

Religion : Islam

Nationality : Indian

Marital Status : Married

**DECLARATION**

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

PLACE : Sharjah

DATE : 28-03-2016