Abdul

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**About Me**

B. Com graduate, with over 10 years of experience in Document Control and General Administration.

I possess excellent written and oral communication skills, with knowledge of Process Management, Operations and Team Management.

**Key skills and Competencies:**

* Self directed unlimited resilience, drive, energy and talent.
* Ability to work independently and highly-motivated.
* Detail-oriented, dependable and focussed.
* Excellent documentation skills & reporting in Excel.
* Exceptional communication, presentation and mentoring skills.
* Strong leadership and organisational skills.
* Ability to prioritize and meet deadlines on multiple assignments.
* Strategic planner; always looking for continuous improvement of systems and processes.

***Achievements****:*

* I played a comprehensive role in transitioning the ‘**Written Correspondence & Supplier Charging**’ process from Dundee, Scotland – U.K {Tesco HSC}
* I was privileged to be a part of the ‘**Helping Hands**’ program in association with TATA industries at Star Bazaar. {Tesco HSC}
* Conducted **Process Training** and **Soft Skills Training**. {HSBC}
* Led and organised Orientation Programs for new hires. {HSBC}

Strength:

* I have a passion for Training, Coaching, Mentoring and Mobilizing employees.

## WORK HISTORY

**Document Controller – Office Admin**

*Synergy PMC Services, Pine Valley, EGL - Bengaluru*

*Oct 2016 - Present (www.synergyind.com)*

* Documentation Control of drawings, tenders, reports & documents and its distribution.
* Documentation transmittals, memos etc.
* Maintaining proper Filing system for soft as well as hard copies.
* Maintenance of employee records and co-ordination with HO (HR and Admin).
* Arrange and co-ordinate meetings, travel and events.
* Managing the office stationary and equipments and assisting the team for print outs.
* Managing office petty cash and keeping track of expenses and balance.

**Document Controller - MEP**

*Wood Kraft (India) Private Limited - Bengaluru*

*Aug 2013 - Sep 2016 (www.woodkraft.co.in)*

* Document control: store, manage and track company documents.
* Scan, image, organize and maintain documents, adhering to the company's document lifecycle procedures.
* Archive inactive records in accordance with the records retention schedule.
* Receive and process Requests for Information, or RFIs, from employees or clients and maintain the requests via tracking logs.
* Create new templates and help project managers develop and maintain documents, meeting minutes, drawings, specifications, approvals and related items.
* Assist with file migrations and audits, and perform administrative tasks as needed.

**Accounts Executive**

*TESCO Stores Limited, ITPL - Bengaluru*

*Dec 2008 - Jul 2013 (www.tescohsc.com)*

I was responsible for all aspects of **A**ccounts **R**eceivables, including;

* Secure revenue by verifying and posting receipts; resolving discrepancies.
* Raising invoices, managing credit notes and promotional offer queries;
* Post customer payments by recording cash, checks, and credit card transactions.
* Update receivables by totalling unpaid invoices.
* Maintain records by microfilming invoices, debits, and credits.
* Summarize receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.

**Academic Qualification**

Bachelor of Commerce, ***B.com***

Gaya College, Magadh University – Bihar, U.P

(Distance Education)

***2005 – 2007***

Diploma in Mechanical Engineering, ***D.M.E***

Mahatma Gandhi Polytechnic - Bengaluru, Karnataka.

***1987 – 1991***

**Personal Details**

DATE ISSUED: **05/11/2008**

VALID TILL: **04/11/2018**

Place of Issue: **Bengaluru, Karnataka**.

**Marital Status** – Married

**Date of Birth** – 24/05/1970