**Curriculam Vitae**

**Bijulal**



**Email:** [**Bijulal.374438@2freemail.com**](mailto:Bijulal.374438@2freemail.com)

Objectives

* Actively seeking a position as **| HR Officer | Site/Office Administrator |Document Controller** in an organization in need of a qualified, experienced professional with demonstrated successful background.
* **More than 9 Year of Experience in UAE , QATAR & INDIA**
* A job that will impart challenge, diversity and to work at a high level of responsibility in a firm that offers a continual growth and decision making responsibilities.

Profile Snapshot

* Indian male, 30 Years
* Having Degree in Bachelor of Commerce
* Well-versed in Microsoft Office Packages & Internet | Online Applications.
* Highly motivated with more than 9 Years of abroad Experiences in Hr /Administration| Document Controller
* Excellent Written & Communication Skills in English.
* Excellent Convincing Skills & Interpersonal Skills.
* Experience and Good knowledge of Aconex Software.

Areas Of Expertise

* **HR & Office Administration**
* **Document Control Section**
* **Office Secretarial Section**

Professional experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.N** | **Company Name** | **Country** | **Designation** | **Period** |
| 1 | **Drake & Scull International LLC** | **QATAR** | **Project Admin Officer Cum Document Controller** | Oct 2013 to April 2016 |
| 2 | **Al Habtoor Engineering LLC** | **UAE** | **Site Admin Cum Document Controller** | Feb 2008 to April 2012 |
| 3 | **York Recruitment & Health Care Technical** | **INDIA** | **Recruiting & Admin Manager** | May 2016 to Till Date |

Academic Credentials

* **Bachelor of Commerce**

Calicut University, Kerala @ 2007

* **Higher Secondary**

Kerala State Board @ 2004

Job Responsibilities

**ADMIN OFFICER cum Document CONTROLLER (Drake & Scull International Qatar)**

* Experience and Good knowledge of Aconex Software.
* Meeting with department managers to develop specific recruiting plans
* Maintaining new hire, employee, and absentee reports (weekly, bi-weekly, or monthly)
* Maintaining employee files as to ensure accuracy and compliance
* Assisting with new employee hiring processes
* Annual / Emergency Leave Application and final approval from HR /Admin Manager
* Monitor Leave settlements
* Issue and record resignation & termination memos for staff after Hr/Admin Manager Approval
* Insurance Claims of workmen compensation for Artisans, Settlement of private medical insurance invoices
* Report any absconders or employees who do not return from Vacation to PRO
* Manage petty cash.
* Maintaining day to day HR related activities.
* Committed to DSI HSE requirements and all applicable legislations and contractual requirements affecting the HSE activities at project site and administrative Offices
* Create and maintain tracker for drawing approval process and technical submittals.
* keeping of received and sent letters to the various consultants and other contractors
* Assure compliance with document control, standards, policies and procedures, highlighting any errors or omissions.
* Coordinate progress document reviews.
* Execute the responsibilities maintaining high level of ethical, moral and professional standards.
* Recording and transmitting all incoming and outgoing correspondence, drawings, specifications, receipt of documents, minutes of meetings and other project documentation and filing accordingly.
* Maintaining a hard copy reference library of all documentation which ensures quick and easy retrieval of information.
* Scanning of documents for storage as specified in Project Control Document Strategy.
* Remove superseded drawings / technical data, and replace with more current data from the site team
* The drawings and technical data are issued to the site team for review and implementation, any revision to this is to be immediately intimated to the site team and the old records stored Uploading all project related drawings recd from consultant & MEP contractors and distributed to all concern people for review, inputs & approval

**SITE ADMINISTRATOR (Al Habtoor Engineering UAE)**

* Manage site office, all staffs & labors ,vehicles, stationary, furniture, IT, etc
* General Admin work including housekeeping & facilities management.
* Coordinate with head office for all employee Admin & HR matters.
* Collect all expenses claims and send to head office.
* Processing leave requests of employees after ascertaining their eligibility and obtaining approval from the concerned Departments/Projects. Make a travel and visa arrangements.
* Prepare monthly time sheets on the basis of the Daily Crew reports approved by the concerned Manager and submitted in time for payroll preparation.

**RECRUTING AND ADMIN MANAGER (York Technical & Healthcare)**

* On receipt of the Requirement from the Client, the database is accessed in order to find suitable candidates
* If suitable candidates are not available in the database, we advertise the vacancies in reputed Newspapers in Consultation with the Client.
* The resumes are then short listed by our Team of Expert Engineers and Recruitment Consultants, after which the short listed resumes (along with supporting qualification and experience certificates) are forwarded to the Client for further scrutiny
* The Client then sends us a list of the candidates finally short listed by them.
* After completing all formalities and getting the final clearance from the Client, candidates are made to go through our Orientation Session. The candidates then leave to take up their assignments abroad.

Technical | Computer Skills

* **Aconex Software** ,**PM Web**
* Microsoft Office Applications (MS Word | MS Excel | MS PowerPoint).
* Perfect Knowledge in E-mail (Outlook) and Internet Application.

Personal Profiles

* Date of Birth : 26th October 1985
* Gender : Male
* Civil Status : Married
* Nationality : Indian
* Languages : English, Hindi, Malayalam & Tamil
* Visa Status : Visiting Visa

