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| ArafathullahDubai, United Arab EmiratesEmail: arafathullah.374813@2freemail.com **POSITION APPLIED FOR:** **OFFICE ADMINISTRATOR** **DOCUMENT CONTROLLER** | C:\Users\eswarim\Desktop\my-passport-photo.jpg |
| **OBJECTIVES**I wish to serve a leading company that would help me to achieve my future goals with its progress. Moreover, to obtain a challenging position that would effectively utilize my extensive experienced in administrative and documentation skills at the fullest. |
| **PROFILE**Ambitious and driven professional with almost 6 years work experiences expertise in Administration, Electronic Documentation Management System, Electronic Data Processing, Inventory Management System, Operations sector and in Tender / Proposal and Prequalification documentation.* Ability to handle different responsibilities and follow through to completion
* Ability to effectively priorities tasks and manage a full support team
* Good team player with excellent organization and motivation skills
* Can work efficiently on own initiative or can integrate easily into a team environment
* Ability to adapt quickly to ideas, methods , environments and problem solving
* Flexible can work within many systems and settings
* Proficient with Microsoft office programs and use of database programs
* Committed and flexible to suit a varying range of tasks during the project life cycle
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| **WORK EXPERICENCE** **Worked with BK GULF LLC as an Administrator Cum Time Keeper / Document Controller** inPersonnel Department & FM Departments from June 2006 to June 2017**Duties and Responsibilities:*** Establish and maintain an updated database for all employees’ passport renewal, work

permit renewal and Emirates ID renewal doing are all personnel Department job.* Establish and maintain accurate record keeping and up to date files of contracts, Amendments, pre contracts correspondence and all other documents.
* Assures all task are completed and proper documentation are followed in compliance with the approved policies and procedure for Audit purposes.
* Manage all aspects of tender documents and ensure the completeness of the documents received from the Client.
* Responsible for printing and keeping in a proper filing of all Tender documents.
* Gather data and information in order to complete the proposal/tender strategy as per client’s Krequirement and ensure that all corporate documents are well checked and submitted prior to the documents submission date.
* Preparation and completion of Pre-qualification Documents and Tender Documents, correspondence and other technical documents needed in the tender submission as per Instruction to Tender.
* Provide administrative assistance like preparation of bid tabulations records, spreadsheets and preparation of reports.
* Maintain the highest level of integrity in accordance with the tender procedure manual.
* Generates reports as required by other department, and perform other duties as assigned from time to time.
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| **PREVIOUS EXPERIENCE****Worked with ICICI Bank, Lalpet Branch, Tamilnadu, India** as a **Customer Care Representative** from May 2004 to June 2006.**Duties and Responsibilities:*** Check the accuracy of the data and information encoded by the Data Encoder before

 processing and updating the Pharmaceutical Management System. * Manage all filing system and ensured that all documentation is controlled in accordance

 with the company’s procedure.  |

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| **EDUCATION****Bachelor of Science in Secondary Education (Chemistry )** from Bharathidhasan University Trichy (Year 2001 to 2004) **COMPUTER SKILLS:**M.S. Office (Word, Excel & Power Point) and thorough knowledge in Internet & Email Systems.**TYPING SKILLS:**English Typewriting - 60 W.P.M  |

## PERSONAL DETAILS

Date of Birth : 20 March 1981

Marital Status : Married

Nationality : Indian

Religion : Muslim

Languages : English, Hindi, Tamil and Malayalam

Visa Status : Visit Visa

Visa Expiry : 30th Jan 2017

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Arafathullah