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| Arafathullah  Dubai, United Arab Emirates  Email: [arafathullah.374813@2freemail.com](mailto: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 | |
| **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. | |
| **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