**JAYA**  

*Secretary / Document Controller*

***Jaya-391371@2freemail.com***



**SUMMARY OF CAPABILITIES**

**PERSONAL**

**INFORMATION**

**BORN**

1962

**NATIONALITY(IES)**

Indian

**LANGUAGES**

English, Hindi, Urdu, Tamil, Malayalam, Arabic

**EDUCATION**

**1986**

Bachelor of Arts, University of Calicut,

Highly self-motivated and goal oriented professional, dedicated and articulate individual with a desire to learn, always seeking opportunities for professional challenge and growth, through utilization of the knowledge and experience of documentation, administration and management skills gained through the years can be utilized to the optimum.

Can manage documents up to wide range, flow of documents incoming / outgoing without any mistake / misplacing, to the optimum level of accuracy, Can maintain a good or close understanding between Client, Consultant and Contractors, Can establish an ideal environment for maximum output of Document Control Section in lesser time.

Can handle Secretarial jobs like typing letters making minutes of meeting, preparing subcontractor approval requests for client approval, preparing material submittal cover sheet for approval, preparing EI and handling all type of Submittals work like material submittal, Document Submittal, Sub-contractor approval request, site clarification request, preparing weekly and monthly reports and the end of the week and month. Also able to contact with the Client’s and contractors regarding Submittal approval status, Sending and receiving mail from contractor regarding submittals. Have a good Knowledge of Computer Windows, Microsoft Word, Excel, Power Point, Internet and Outlook.

**PROFESSIONAL EXPERIENCE**

**Since 2005**

With Dar Al-Handasah Consultants (Shair and Partners), Dubai, UAE

*2005 to date*

*Secretary/Document Controller*

Projects:

* Al Shaya Food Processing Plant at DIC, United Arab Emirates
* Dubai International Airport, Terminal -2, DCA-Etisalat Project
* Dubai International Airport, Dubai Duty Free Warehouse cum Office
* Dubai World Central International Airport (DCPs & S/S) Jebel Ali
* Dubai International Airport, Dubai T3/C2/CP

Responsibilities and Duties:

* All correspondence with Contractors and Client.
* Maintaining Submittal Logs, claims log, variation orders etc.
* Assisting in preparation of Weekly Report and Monthly Reports.
* Assisting in Preparation of Minutes of Meeting.
* Controlling files and documents carefully. Manually & Digitally.
* Controlling and maintain Logs for the correspondence and confidential documents.
* Sorting, distributing E-mail, phone calls.
* Doing all Secretarial / Site Administrative works

 ***2005 to 2015***

 **With Dar Al-Handasah Consultants (Shair and Partners), Dubai, United Arab**

 **Emirates as Document Controller/ Secretary on the following projects:**

Project:

* Concourse 3 and Associated Projects
* Dubai International Airport Expansion- Concourse 3, Concourse2 and Car park
* Cargo mega terminal (CMT).
* Responsibilities and Duties:
* Worked as a Document Controller for these packages (AX137, AX062, AX327, AX323, AX322, AX321 and AX 063)
* Handling construction Documents of large multi packages project.
* Developing Submittal’s logs to reflect action Submittal’s, Submittals approval status and time durations.
* Have a good knowledge of Computer Windows, Microsoft word, Excel, Power Point, Internet and Outlook.
* Responsible for data entry.
* Filing incoming and outgoing correspondence approval Submissions from the client.
* Preparation of Subcontractor Documents for approval of Client.
* Preparation of weekly reports the end of the weeks.
* Updating of grade and slab work progress reports.
* Distribution of MEP builders works drawings of AX124A and AX124D to ADPI, Electrical, ELV and Mechanical engineers.
* Administrative skill with support services.
* Responsible to answer the E-mails through Outlook regarding Documents queries.
* Handling of all Shop Drawing Submittals, Materials, Document Submittals, work Notification, Site Clarification Request, Site Instructions, Materials Inspections Request, Method Statement, Sub-contractor Approval Request, test Report for Engineer’s review comment and approval.
* Responsible to maintain updated records for the material Submittal and cross check with Client’s log / Contractor log.

**1999-2005**

With Al Nekhra Contracting Company LLC, Dubai, UAE

*Secretary / Site Administrator*

Responsibilities and Duties:

* + - * Maintaining site petty cash Accounts and related and administrative works.
			* Replying the query mail / emails.
			* Preparing meeting schedule and office arrangements.
			* Preparing, Submitting Projects & Hiring Timesheets for Invoice.
			* Correspondence and other site related matters.
			* Doing all secretarial / Administrative works.
			* Maintaining claims log, variation orders, Engineer’s instruction etc.
			* Preparing site reports. (i.e. Manpower, Machinery, Progress, Forecast)
			* Assisting in preparation of weekly report and monthly reports.
			* Preparation of Minutes of Meeting related to all with client and consultant.
			* Controlling files and confidential documents carefully. Manually & Digitally.
			* Controlling and maintain register for the correspondence and confidential documents.
* Sorting, distributing E-mail, faxes and covering phone calls.

**1990-1998**

With Ginni International, India

*Export Marketing Executive*

Responsibilities and Duties:

* Communication with overseas clients.
* Preparing all export documents and liaison with Banks.
* Preparation of Bill of Ladings, Cargo Manifests. Ensure customer receives a clean bill of lading within the stipulated timeframe.
* Liaising with Freight Forwarders, Cargo Agents. Follow up with the shippers/freight forwarders for BL instructions & shipment details.
* Constant communication with the destination offices regarding documentation issues and urgent requirements of the customers before and after vessel sails.
* Maintain independent contact & relationship with key accounts.
* Sending cargo manifests to transshipment desk prior to vessel sailing.
* Prepare Switch B/L as per customer requirement.
* Co-ordination with operation department for the export loading list.
* Ensure that a proper filing system is maintained for an easy retrieval of records.
* Sending all documents (BL copy, Cargo Manifest / EDI) to each destination prior vessel arrival at each destination.

**1986-1990**

With Jagraon Exports, India

*Export Assistant*

Responsibilities and Duties:

* Communication with overseas clients.
* Preparing all export documents and liaison with Banks.
* Preparation of Bill of Ladings, Cargo Manifests. Ensure customer receives a clean bill of lading within the stipulated timeframe.