*ANIL*

Admin Assistant, Document Controller & Storekeeper

# Holder valid Driving license of UAE – DUBAI RTA Dubai.

***United Arab Emirates.***

***E- Mail:*** ***anil-394125@2freemail.com***

**Objective**

A challenging opportunity offering international exposure, in a working environment featuring a strong corporate & I wish to pursue a career commensurate with my qualification and experience, seeking a good future.

**Career highlights**

Sr. Store k eeper cum logistic time keeper with 12 years of multi discipline professional e xperience

The area of experience in UAE with Building proje cts, Irrigation projects.

**Professional Experience (Sr. Storekeeper, D/ Controller & Timekeeper)**

* **(Dubai)**
* From May 2004 up to Jan 2018

**RESPONSIBILITY**

**As Storekeeper, D/ Controller & Time Keeper my Responsibilities include:**

* Handling all types of MR, MRVs, MIVs
* Storing Materials received from the Suppliers, and securing them.
* To prepare all Construction Sites Timesheets related to Finishing Dept.
* To handle workers.
* Management of material.
* To Supply Tools required at Site.
* To communicate and supervise other Construction Site Time Keepers and to co-ordinate with the Upper Managem ent
* To supply Safety Materials to the workers.
* Update stores materials for each store .
* follow L.P.O for each sites and update .
* Preparing hiring laborer for each site .
* Preparing invoice from finishing department to other departments.
* Purchase new materials according to the site .
* Preparing materials list for invoices for each site

**Software Exposure**

**Strength**

* Operating System Ms Windows 98, 2000, and X P, vista, window 7 ,8 & 10.
* Utility Pa ckages Ms Office - (Word, Excel , PowerPoint,

paint, hyperlink)

* Internet & E – mail Ms Internet Explorer, Ms Outlook
	+ Bright, articulate, creative, and flexible individual with strong interpersonal and entrepreneurial Skills.
	+ Highly energetic with a strong drive to succeed and target driven.
	+ A professional of unquestionable integrity, credibility and character who has demonstrated high moral and ethical behavior.
	+ Strong interpersonal, analytical, project management and communications skills .

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| **Personal & Passport Details** |  |  |
|  | Date of B irth Age NationalityMarital Stat us  | 15-06-198237 years Indian Married |
|  | Visa Status |  Work Visa |
| **Languages Known** |  |  |

|  |  |  |
| --- | --- | --- |
| **Language Known** | **Speak** | **Write** |
| a) Hindi | Yes | Yes |
| b) English | Yes | Yes |
| c) Punjabi | Yes | Yes |
| d) Arabic | Basic only | No |

**Work Experience & Project Details**

**Project #1**

**Project :** Al Sahab Towers 1&2(2 Towers, Res. Bldgs)

**Client :** M/S Emaar Pr operties PJSC.

**Job Profile :** Storekeeper

**Project # 2**

**Project :** Rotana Hotel

**Client :** Mr. Adil Al Mauntafiq

**Job Profile :** Storkeeper

## Project # 3

**Project :** Park Island, Dubai Marina 9QRST.

4 Towers - 3B+G+28 &, 3B+G+32 Comm. Res. Bldgs.

**Client :** M/S Emaar Properties PJSC.

**Consultant :** M/S Na tional Engineering Bureau.

**Job Profile :** Sr. Storekeeper cum Document Controller

## Project # 4

**Project :** 23Marina , Dubai Marina **Client :** Hirc on Ranganaian **Consultant :** Migzy

**Job Profile :** Sr. Storekeeper cum Document Controller

## Project # 5

**Project : Bay** Central

**Job Profile :** Store In-Charge , Document Controller & Time Keeper

## Project # 6

**Project : Kingdom of Sheba at Palm Jumeirah Job Profile :** Administration Assista nt

**Professional Experience (Administration Assistant)**

* + - **Group of Compa nies (Sharjah)**
		- From Feb 2018 up to date

**Responsibilities**

* Answer and direct phone calls
* Organize and schedule appointments
* Plan meetings and take details MOM
* Write and distribue email, correspondance memos, lettres, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Update and maintain office policies and procedures
* Order office supplies and research new de als and suppliers
* Maintain contact lists
* Book travel arrangements
* Submit and reconcile expense reports
* Provide general support to visitors
* Act as the point of conta ct for internal and external clients

**Valid Driving License Detail s**

* Date of issue : 22/03/2015
* Date of Expire : 29/03/2025
* Place of issue : Dubai – (UAE)

**Personal Skills**

Highly organized, Excellent verbal and written communicat ion skill, ability to deal with people diplomatically, professional typing skill, self - motivated, willing to learn, ability to work in groups and under stress,

open minded for new techniques, focused on goal and team success with extensive knowledge and ad ministrative skill efficient professional with an exceptionally tuned sense of description. Have good skill in secretarial and administration works.

**Declaration**

I declare that the above mentioned details are true and correct to the best of my knowled ge and belief.

**Anil**