

**ABISH**

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# **CAREEROBJECTIVE**

To obtain a position as a Secretary / Document Controller in an organization wherein I can utilize my skills and contribute towards the company's growth. Ability to perform in a fast paced environment and meet stringent deadlines.

# **SUMMARY**

**Bachelors Graduate in Mathematics**with Outstandinginterpersonal,presentation,andtrainingskillswithprovenabilitytointeracteffectivelywithtechniciansand management at alllevels.

# **SKILLS**

* + Efficiency to work methodically andprecisely.
  + Good communicationskills.
  + Respond quickly to challenges posed by change & new environment with positiveattitude
  + Perseverance in problem solving & ease in working withpeople
  + Experience of handling administrative, secretarial, and clerical duties
  + Possess general accounting, negotiation, and coordination skills
  + Ability to supervise and manage on-site and off-site construction activities
  + Skilled in working with Word, Excel, PowerPoint, and Adobe Acrobat
  + Ability to process invoices for payments to vendors and staff
  + Proficient in drafting reports, emails, letters, and other official documents

# **EDUCATIONALQUALIFICATIONS**

* **Post-Graduation Diploma in computer Applications from IHRDE.**
* **Bachelor in Mathematics- BSc. Mathematics**

# **WORKEXPERIENCE**

**Secretary | Document Controller – More Than 6 yrs.**

*October 2010–Present (2017)*

Secretary / Document Controller: Current Position (More than 6 Years’ Experience)-**Trans Gulf Electro Mechanical LLC, Dubai, UAE (Al Naboodah Group)**

The job responsibilities include the following:

* Preparing letters, faxes and internal memos for the Project Manager.
* Preparing 6 Months projection, Monthly Consumables, Supplier Assessments and Site communication line expenses to HO
* Maintaining tracking schedule for the letters, emails, faxes and all submittals including Drawing and Materials.
* Coordinating all the activity in office.
* Handling petty cash.
* Coordinating transportation arrangements.
* Preparing minutes of the meetings (MOMs).
* Maintaining the filing system as per the Project Quality Plan.
* Preparing Cost Analysis Report
* Update the cost coding of time sheets with respect to project cost codes in AS400 / Kronos softwares.
* Preparing GRVs of materials and work done based on the D.Os and invoices issued from suppliers / Clients /Sub Contractors etc.
* Preparing Site Issue Vouchers and forwarding it to Purchase Department / Accounts and Central Store Department.
* Preparing CDC/PDC/Sub Contractor Payment Certificate and forwarding it to Accounts for the issuance of cheque / payments.

**Commercial Assistant / Time Keeper– More Than 3 yrs.**

*October 2007–2010* (More than 3 Years’ Experience)-**Trans Gulf Electro Mechanical LLC, Dubai, UAE (Al Naboodah Group)**

The job responsibilities include the following:

* Generating Productivity report based on site actual quantity against budgeted quantity
* Preparing activity level man-hours report for all sites based on labour timekeeping attendance.
* Carryout Commercial tasks as required by Quantity Surveyor, Planning Engineer & Commercial Manager.
* Preparing Executive Commercial reports.
* Maintain confidentiality of commercial sensitive information.

**Customer Care Executive (2 years’ Experience)-Bajaj Alliance Life Insurance**

**Company (BALIC) –Cochin (India) 1.4 Years. 2005 June– 2006 October**

The job responsibilities include the following:

* Leading the entire operation team.
* Coordinating with filed staff / marketing team.
* Managed incoming/outgoing mail, monitor incoming faxes and distribute/notify to appropriate staff member
* Assists the sales team in Verifying, logging, pre-unitising, approving and issuing certain life insurance/money back policies
* Solving customer related queries directly and over phone related terms, sum assured claims etc.

**(Team Leader G P R S Section)- Hutch Essar Call Centers –India 2 Years’ Experience**

**(2003 October to 2005 June)**

The job responsibilities include the following:

* To sort out the quires of customers regarding G P R S (General Pocket Radio Service) activation and facilitating them with other VAS (Value Added Service) information.
* Escalate the technical requirements of the customers.
* Briefing the clients about the product and services & keeping a track on their requirements.
* Ensuring effective feedback and after sales service to customers.

# **SOFTWAREPROFICIENCY**

* MS Office, HTML, DHTML, Oracle, SQL,C++,JAVA
* AS400& Kronos– Time Keeping Softwares
* Working Experience on Various CRMS like, Hi-Cash, JDE etc.

# **PERSONALDETAILS**

Name : Abish

Nationality :Indian

MaritalStatus :Married

Languagesknow : English, Hindi,Malayalam

# **DECLARATION**

I hereby declare that the above written particulars are true to the best of my knowledgeandreferences will be furnished as per therequest