Rilwan

[Rilwan.231185@2freemail.com](mailto:Rilwan.231185@2freemail.com)

**Career Objectives:**

To apply, hone and learn more skills related to my field of interests in a company where I can utilize my potentials and capabilities for self-growth and career advancement.

**Work Experiences:**

**Contracting Company** (Abudhabi, UAE)

***Admin Officer cum Document controller***

November 2011 to till Date .

**Duties and Responsibilities**:

1. Updating the data base regarding the transfer of labors from RAK to AUH in coordination with the Admin Office in RAK.
2. Providing general administrative and clerical support including mailing, scanning, faxing and copying to management
3. Safekeeping of passports in branch office.
4. maintain office supplies for department
5. Arranging all the documents for the medical test.
6. Going to medical center with labors when they do medical test in Abu Dhabi.
7. Going to Emirates ID center when labors do the finger prints.
8. Collecting the medical reports after two days from the date of medical test.
9. Going to typing center for arranging the typing of application for Emirates ID/Finger Prints, Status Change, Entry Permit, Labor Contract, Residence Application (Visa stamping).
10. Going to typing center for applying labor cards (Scanning the contract, Medical Report, Entry Permit).
11. Arranging all the documents needed in applying for residence visa (Application, Passport, Medical report, Emirates id application, entry permit, insurance card) in concerned person’s passport.
12. Applying for medical insurance card for the workers under Abu Dhabi visa.
13. Following up with medical insurance company and then later collecting respective cards when it’s finished.
14. Maintaining the petty cash expense sheets.
15. Arranging the CNIA application when it’s required to do so.
16. Attending phone calls at Abu Dhabi Office.
17. Checking Emirates ID point of collection for those employees under Abu Dhabi Visa.
18. Performing duties as may be assigned from time to time.
19. Input document data into the standard registers ensuring that the information is accurate and up to date.
20. Maintain the files and control logs as required by the project.
21. Coordinating with the different departments within an organization and ensuring that documents are kept in the right location .
22. Reviewing incoming and outgoing documents to confirm that documents are reaching the correct party or destination.
23. Meeting the needs of those requesting specific documents or documentation of a job or project.
24. Assist with the implementation, management and administration of the department electronic document management system.

**Engineering & Construction Group** (Ras Al Khaimah, UAE)

***Document Controller***

January 2011 to November.2011

**Duties and Responsibilities**:

1. Coordinating with all departments of the company in order to assure that all documents are kept in the right place and in the right department file archive.
2. Carries out day to day duties of organizing documents, sending and receiving process of documents and uses the correspondence control.
3. Preparing all documents and communicates with employees in order to make submission early.
4. Responsible for the electronic filings of all documents and emails.
5. Ensuring the e-documents is identical to the original hard copy.
6. Responsible for the personal files of CEO.
7. Preparing the daily report for site.
8. Categorizing the site photos.
9. Sending the daily work activities to the client.
10. Replying to the emails.

**Prism Buidling Contracting.FZE, UAE**

***Purchase Officer cum Admin Officer***

1st May 2009 – December 2010

**Duties and Responsibilities**:

1. Preparing Purchase request and Local Purchase Order.
2. Facilitating the submission and faxing it to the companies
3. Coordinating with supplier regarding materials requested.
4. Responsible for the electronic filings of all documents and emails.
5. Ensuring the e-documents is identical to the original hard copy.
6. Preparing the daily report for site
7. Replying to the emails.

***Admin Officer***

17th May 2010 – 31st April 2010

**Duties and Responsibilities**:

1. Collecting the attendance of labors from all site with time keepers.
2. Encoding the daily attendance of labors from all sites in system.
3. Preparing the daily absence sheet for labors and staff.
4. Maintaining the staff information system.
5. Cope up with the labor problems like labor sickness and labor quarrel.
6. Following up of expiry date of labor passport, visa and contract.
7. Encoding the overtime and daily attendance in labor card.
8. Monthly checking of labor camp, reporting of labor camp problems.
9. Directly reporting to admin manager and project director.
10. Preparing correspondence to project director.
11. Distributing the labor salary at the beginning of the month.

**First Indian Corporation** (6th Floor Manasa Towers, Mangalore-575003, India)

***Sr. Process Associate***

March 2007 – May2010

**Duties and Responsibilities**:

1. Locating the American properties through various tools like property locator system, Internet and win2data.
2. Formatting the tax identification number.
3. Providing the tax amount for the year.
4. Training the new associates for the particular states of America.
5. Checking the inventory for the day.
6. Reporting the closing inventory to the team leader.
7. Preparing the time sheet for the team.
8. Analyzing the errors which are occurred during locating.
9. Calculating the error percentage for the team and reporting.

**Education:**

Graduation: Bachelor of Business Management

Badria First Grade College

Bunder, Mangalore.India

2002-2005

Pre University: Sri Rama Krishna P.U.College

Specialised in commerce

Bunts Hostel, Mangalore,India

2000-2002

Schooling: Government Higher Primary School

Bockapattana,Mangalore,India

2000

**Skills:**

Possesses advanced skill level in,

* MS Word
* MS Excel
* Tally 6.3and 7.2
* Microsoft Office access 2007

**Attribute:**

- Team player

- Enthusiastic.

- Creative.

- Resourceful and a fast learner

**PERSONAL PROFILE**

Date of Birth : 27-05-1985

Religion : Islam

Languages Known : English, Hindi, Arabic, Malayalam, Kannada and Urdu.

Gender : Male

Nationality : Indian

**Declaration**

I hereby declare that the above furnished information are true and correct to the best of my knowledge and belief.