**Resume**

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CV NO: 1845420

**A. Jaffar Hussain**

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1. **Skills & Knowledge:**

# **Career Abstract**

*☞ Top-notch* ***Document Control with Secretarial experience*** *in Gulf Country (Dubai) managing business relations in the Power Plant Sector.*

*☞ Written/oral Communication skills, Multi-tasking abilities and problem solving*

* *Advanced word processing support with effective computer knowledge in* ***Software/Hardware & Document Management and Control System/DBMS/CRM/VDMS/Database Software****.*

1. **Employment (Present and Previous):**

#### Areas of Exposure / Expertise in Dubai

### **Project Secretary cum Document Control 3.5 Years**

### ***Power Plant Project, EPC Contract with SIEMENS-ETA Consortium,***

### ***Al - Aweer ‘H’ Phase III project (800MW) in Dubai for DEWA***

### *Worked as a Project Secretary cum Document Control in*

### ***Emirates Trading Agency L.L.C, Power Project Division****, Dubai*

### ***From 25th June 2006 to 15th December 2009***

**Secretarial/Document Control Job Responsibilities:**

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* Taking notes, Dairy Maintenance, Screening telephone calls, determine their priority and directing it to Concerned, Arranging Meetings.
* **Excellent knowledge in Documents Tracking in Lotus Notes for In-bound / Out-bound correspondence and Distribution of documents from Client, Consortium Partner, Vendors sub-vendors to the concerned department and replying them by E-mails/Fax in- consultation with managers, uploading the Soft Copies in Web-Collaboration to the Client.**
* **Document (Daily / Weekly / Monthly) Submissions to Client (DEWA) and Consultant Mott Mac Donald (MMD) and Uploading documents to Siemens and DEWA Web Collaboration Database Applications**
* Effectively maintaining filing system for drawings with Drawing Nos / KKS numbering system under Transmittal note for easy retrieval, Comment Sheets
* Maintaining Daily/Weekly/Monthly **MOMs/Review Meetings/Management Meetings/Reports/RFIs/**

**Procedures/Forms** etc.,

### **Site Admin, as additional responsibility in AL-Aweer Power Plant**

* Ordering hardware, software for new starts, Installation of Software/Hardware/Network Configuration and troubleshooting
* Arranging Air tickets, Hotel Bookings, Transportation for staff / workers, Vehicle control, Car hires
* Controlling/shifting of workers from Power Plant to other Substation Sites after completing their scope of work.
* Attendance (Daily / Monthly) for Staff / workers and Updating Staff / worker overtime records and charts.
* Review of material requirements, Performing Analysis of suppliers, sending inquiries to suppliers, review of Quotations, Negotiation and Finalization with suppliers and Issuing LPOs accordingly.
* Handling Petty cash for day-to-day expenditure, Costing, Invoicing, making payments towards invoices and updating all the entries of accounts, sending updated Weekly/Monthly Statements to Accounts, Preparation of Payment vouchers, calculation of budgets and follow-up with accounts department accordingly.

#### Experience in India

### **Document Control Coordinator 2 Years** *Worked as a Document Control Coordinator in* ***SERWELL Medi Equip Pvt. Ltd.****, Chennai*

### ***From 11th Aug 2014 to 10th Sep 2016***

**Job Responsibilities:**

### Reporting to MD

### Letter Drafting

### Tender Documentation Preparation/Filing/Scanning/Submission to Govt. Hospitals

### MIS Maintenance and sending Weekly/Monthly Reports to MD for Target Review/Analysis

### MR for ISO Documentation Procedures

### Documents Uploading in Web Application Software like CRM (Cloud)/Database Management System

### Maintaining Documents related to Engineering/Designing-Comments/Stores Material Handling

### In-charge for Database Control System Creation/Modification/Deletion

### **Document Control Coordinator 4 Years** *Worked as a Document Control Coordinator in* ***AKAS Medical Equipment Pvt Ltd.,*** *Chennai*

### ***From 07th June 2010 to 03rd Aug 2014***

**Job Responsibilities:**

### Reporting to VP

### Letter Drafting

### Tender Documentation Preparation/Filing/Scanning/Submission to Govt. Hospitals across PAN India

### MIS Maintenance and sending Weekly/Monthly Reports to our Team Head VP

### CFR Call with Customer on product performance and service support.

### Customer SFR/CFR submission to MD Weekly/Monthly/Quarterly

### Documents upload in CRM/VDMS Kit.

### Supporting customers in resolving their queries

### Prompt Follow-up with FSE/ASM/Dealers for completing the leads/Quotation/Payment Pending

**Quality Control 5.2 Years**

### *Worked as a Quality Control in*

### ***Al – Majeed Info Tech (Affiliated with Tamilnadu Advanced Technical Training Institute, Chennai)***

***From March 2001 to May 2006***

### **Job Responsibilities:**

* Database Maintenance for Private Companies (Idhayakural Monthly Muslim Magazine, Vetri Software (P) Ltd, AEL (Andhra Electronics Limited)
* Web Page Designing, Sign Board designing, D.T.P Projects, Data Conversion Projects - PDF to Word/Excel/PPT (using VDMS kit)
* Trouble Shooting problems related with Hardware, Software and Network base

1. **Computer Literacy:**

# **Academic Credential**

**M.B.A** : M.B.A in Database Management System, Sikkim Manipal University (Doing)

**B.Sc**  : Bachelor of Physics, The New College, Chennai-14, Tamilnadu, India

# **Computer Certification**

**P.G.D.C.A** : (Post Graduate Diploma in Computer Application) @ TATTI, Chennai, India

**D.M.A** : (Diploma in Multimedia and Animation) @ TATTI, Chennai, India

**JDK 2.0** : (Java Prg with JDK Using U ML Phenomena) @ NIIT, Chennai, India

## **Software skills**

**User Interface** : Ms Office 2010, Adobe PageMaker, Adobe Photoshop, Corel Applications 11.0,

**Applications** Adobe Illustrator

**Hardware Technology** : Installation & Trouble Shooting DOS – Windows Components like 98/ME/2000/XP

**Personal Vitae**

**Visa Status : Long Term Visit Visa**

**Visa Valid upto : 12th Dec 2016**

Father’s Name : K. Abdul

Age & Marital Status & Nationality : 38 years, Married, INDIAN

Availability for telephonic interview : Yes

Documentation experience : 9 ½ years

### Languages Known : **Languages Efficiency**

English, Hindi, Urdu **- Spoken, Read and Write**

Arabic **- Read and Write** Malayalam  **- Spoken**

Tamil  **- Mother Tongue**

**Declaration**

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

**Place : Al Karama, Dubai**  **Your’s sincerely,**

**Date :**

**(A. JAFFAR HUSSAIN)**