 **CURRICULUM VITAE**

**MOHAN**

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phone-icon c/o Ms. Rowena 971501685421

**Visa Status: Resident**

**Post Applied For: Document Controller/Site Admin Assistant**

**CAREER OBJECTIVES**

To seek a professional job opportunity with a reputed organization where in my ability and education will be utilized to the maximum level contributing to the success of the organization and   
self-growth in the company hierarch.

### **WORK EXPERIENCE (5.9 Years UAE)**

* Worked with M/s **General Construction Company LLC.** As Document Controller (Dubai UAE.) From ***24 March 2012*** to till date.

**Project:5** 3B+G+M+7 Floor+ HC Comm/Resl Building on Plot No.123-547@ Al-Muteena , Dubai, UAE.

**Project:4** 2B+G+14 Floor+ Gym Residential Building @ Al-Jaddaf Dubai UAE

**Project:3** B+G+4 Floor Commercial Building @Ras Al-Khor Inds-3 Dubai UAE**.**

**Project:2** B+G+3P+31 Floor office & Commercial Building on plot No F1 at Al-Hilal City, Fujairah UAE.

**Project:1**  G+2P+HC+20 Floor Residential Tower on plot No D6 at Al-Hilal City Al-Sheriya,Fujairah UAE

### **DUTIES:**

* Assistant Document Controlling.
* Assist anting HR officer.
* Preparing all types letters.
* Preparing Minutes of Meetings.
* Maintaining a tracking facility to enable documents to be updated easily.
* Entering all the data in system.
* Preparing all office related record as per ISO & Municipality Documentation.
* Arranging meeting, inbound and outbound.
* Perform filing, data management, drafting and editing offices memos.
* Administered and ensured filing of all documents as per organization policies
* Maintained records of all reports such as audit reports, financial statements, revenue and sales statements, licenses and agreements, etc.

**ROLE & RESPONSBILITY**

* To provide efficient administrative support to the Project including typing, telephone and reception duties to facilitate effective communication and the efficient running of the Project.
* Liaise effectively with the Project Manager, Engineers, Site Staffs, and external contacts on behalf of the project office.
* Coordinate and organize meetings/seminars within the project office, and with external clients, and assist with the preparation of presentations, agendas and minutes.
* Provide efficient word processing, clerical, photocopying, filing and minute taking duties in respect of the Project.
* Screen incoming mails and telephone calls, action responses & redirect correspondence where necessary.
* Performing secretarial, administrative, organizing and research tasks requiring a sound understanding of organization policy and structure.
* Coordinating and ordering of stationary and office supplies.
* Propose improvements to internal processes and procedures for the efficient and effective administration of all office procedures within the project office.
* Keep computerized records of all Service Users who are referred to the project.
* Other duties as assigned by the Project Manager.

### **PROFESSIONAL QUALIFICATIONS**

* Certificate of “Fire Safety Fundamentals and Proper Use of Fire Extinguishers” From Emirates Civil Defense Academy Dubai UAE.
* Certified “First Aider” from Highfield UK Dubai UAE.
* ‘Diploma in Computer Application(DCA) from Institute of Computer Technology Gorakhpur U.P (India)
* “Typist” from Lord Buddha Typist Institution Gauri Bazar Deoria, UP. India.

### **EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **College/Institution** | **Board / University** | **Year** |
| MCA | Global Institute of Information Technology | Uttar Pradesh Technical University Noida U.P India | 2011 |
| Graduation B.A(English) | D.D.U. Gorakhpur University Gorakhpur | D.D.U. Gorakhpur University, Gorakhpur | 2008 |
| Intermediate | S.D. Intermediate College, Deoria | U.P. Board Allahabad | 2005 |
| High school | S.D. Intermediate college Deoria | U.P. Board Allahabad | 2002 |

### **COMPUTER SKILLS**

**SOFTWARE**

* Operating System Able to Handle Latest Software ECONEX, DOS,

Widows-95, 97,98,2000, with all standard Microsoft word

Programs.

* Packages MS- Office, Visual FoxPro(.RDBMS),Backup Software,

File Achievers, outlook-mail, file transfer etc.

* Internet Tools HTML & DHTML
* Database Brief Knowledge of SQL (Structural Quarry Language)
* Language C & C++ (UNIX Environment).

**WARDWARE**

* Installing the latest Antivirus Software and Troubleshooting.
* Maintenance of System keyboard, Mouse, CD-ROM, FDD etc.
* Familiarization with DOS
* Solving all input and output peripherals into the system, or control its operation.

### **KEY SKILL AND COMETENCIES**

* Strong Numerical and Interpretive skill.
* Strong IT, database and communication skill.
* Excellent interpersonal skill and professional manner.
* A comprehensive understanding of health and safety regulations.

**PASSPORT DETAILS**

Place of Issue : - Lucknow

Date of Issue : - 04/12/2009

Date of Expiry : - 03/12/2019

### **PERSONAL PROFILE**

* Date of Birth :- 05, June 1988
* Language Known :- English, Hindi, Arabic
* Religion :- Hindu
* Marital Status :- Married
* Nationality :- Indian

**I hereby solemnly declare that all above details are true to the best of my Knowledge and**

**Belief.**

Date:

Place: Dubai MOHAN