**RESUME**



**Abin**

**Email:** abin.379640@2freemail.com

**Professional Summary:**

Motivated Document Controller with over 4 years of organizational expertise. Exceptional at providing services in the area of operations documentation management including implementation of automated documents for systems generation with an eye to future updates and modifications.

**Areas of Expertise:**

* Experience in document control, document imaging, document archiving, and maintenance of electronic and physical documents.
* Proficient with ACONEX Operation and MS Office.
* Well versed with MS EXCEL.
* Data organization skills.
* Proficient typing and editing skills.
* Excellent command over written and verbal English.
* Skilled in reviewing and preparing statistics and reports.
* Ability to interact and coordinate with internal and external business partners.
* Strong interpersonal, analytical, and teamwork skills.
* Experienced in Software Managed Accounting using Tally.

**Professional Experience:**

**Document Controller**

**Drake & Scull International, Dubai, U.A.E.**

**(Sep 2015 — Still Continue)**

* Store and maintain company documents in both electronic and physical forms.
* Scan, image, index, and organize documents project wise.
* Creating and setting up of correspondence, memorandum and submission of drawings and other document submittals as per the company procedure.
* Follow process and principles of company's document procedures.
* Archive, control, and retrieve records as and when needed.
* Keep records of project details, meeting minutes, technical specifications, drawings etc.
* Classify, sort, and categorize documents in alpha-numerical order.
* Control issuance of documents and seek proper approval for the same from senior authorities.
* Review completeness, accuracy, and authenticity of documents.
* Perform quality check on documents by following document control processes.
* Performed responsibilities of file migration and assisted in auditing.
* Trained junior employees in maintaining, retaining, and retrieving documents.
* Performed destruction and disaster recovery as demanded by the situation and management.
* Performed activities of quality control of documents and validation of test reports.
* Controlled distribution of documents to internal departments and sought proper explanation.
* Minimized risk impact on losing documents and maximized project opportunities.
* Check for accuracy and edit files, review and update technical documents.
* Create templates for future use.

**Administrative Officer cum Accountant**

**Teknic Controls, Goa-India.**

**(July 2012 — Dec 2012)**

* Post and process journal entries to ensure all business transactions are recorded.
* Update accounts receivable and issue invoices.
* Update accounts payable and perform reconciliations.
* Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
* Assist with reviewing of expenses, payroll records etc. as assigned.
* Update financial data in databases to ensure that information will be accurate and immediately available when needed.
* Prepare and submit weekly/monthly reports.
* Assist senior accountants in the preparation of monthly/yearly closings.
* Assist with other accounting projects.
* Preparing regular financial and administrative reports.
* Administration of company databases.
* Update office policies as needed

**Time Office Administrator**

**Drake & Scull International, Dubai, U.A.E.**

**(Feb 2008 — Mar 2009)**

* Enter time data in the system and submit it for approval.
* Are required to submit their time by the specified due date.
* Obtain advance approval for leave requests.
* Provide reasons for absences and provide documentation if requested by supervisor.
* Monitor leave balances.
* Ensure that all employees in their area of responsibility are accurately recording their time.
* Approvetimecards submitted by employees in a timely manner.
* Review and approveall leave requests in accordance with policy and bargaining unit agreements.
* Inform employees of leave balances as needed.
* Authorize overtime in advance of it being worked.
* Maintain files of records used that support time and attendance entries.
* Are responsible for monitoring all departmental time entry records.
* Review each timecard to ensure compliance with reporting policy and for accuracy of the calculations.
* Accept timecards for processing by the Payroll deadline.

**Projects Worked:**

* The Pointe Project (Palm Jumeirah Dubai, U.A.E)
* Strategic Tunnel Enhancement Programme, Tunnel Pumping Station (Abu Dhabi, U.A.E.)
* Jumeirah Open Beach Project (Dubai, U.A.E)
* Maliha Military Hospital Project (Sharjah, U.A.E)
* Royal AmwajProject (Palm Jumeirah, Dubai, U.A.E)
* Ocean Heights Project (Dubai, U.A.E)

**Academic Qualifications:**

* B.com — Bachelor of Commerce — Kerala University — Kerala — India — 2012
* Cost And Management Accounting (CMA) (doing inter).
* Information Systems for Auditing Cost Management and Financial Accounting. (The Institute Of Cost Accountants of India)
* Diploma in Computerized Financial Management Application - CDIT
* TALLY

**Personal Strength:**

* Enthusiastic, Hardworking, Self-motivated and a quick learner.
* Can inspire and motivate team members, can manage multiple priorities and perform under pressure in a fast paced dynamic environment.
* Highly organized self-starter with effective customer relationship, management skill and demonstrate ability to build strong business relationship.
* Computer literate and have outstanding written and verbal communication skills with unsurpassed interpersonal skills and possess a very friendly attitude.
* Ability to develop an effective working relationship with team members and clients at various levels.

**Personal Information:**

Name : Abin

Date of Birth : 14/12/1986

Nationality : Indian

Gender : Male

Marital Status : Married

LanguagesKnown –English, Hindi, Tamil and Malayalam.

**Declaration:**

I do hereby declare that the above given statements are true and correct to the best of my knowledge.

Place: Abin

Date: