

**GAGANDEEP**

Email id- [gagandeep.381238@2freemail.com](mailto:gagandeep.381238@2freemail.com)

**OBJECTIVE:**

To obtain a career in an industry that would offer boundless opportunity for me to be trained further in the different aspects of my chosen field for continuous acquisition and passion for knowledge.

**SUMMARY:**

Administrative or Clerical, Recordkeeping and Logistic mindset which has provided me a stronger sense of management skills. I have been an Office cum Document controllerAssistance for almost three

1. years and a Document Controller as a present profession with a skill range of Mid-Career to Professional level.

**SPECIAL SKILLS**

* + Diploma for 1 year – Basic Computer courses
  + Proficient in Computer Software Installation
  + Proficient in using Microsoft Office :Word, Excel, Outlook and Power Point
  + Good Communication Skills
  + Strong Management Skills
  + Organizational Skills
  + Initiative Skills
  + Excellent in handling complaints and inquiries
  + Able to work in teams; also self-directed
  + Strategic-relationship/partnership-building skills
  + Good attitude even under pressure and willing to be trained
* Analytical and detail-oriented professional with experience coordinating, planning, and supporting daily operational and administrative functions to excel in an Office/Administrative Assistant role.
* Demonstrated capacity to provide comprehensive support for senior-level staff, including managing and coordinating projects and processes in support of effective business operations.
* Proven track record of accurately maintaining detailed records, generating reports, coordinating meetings, and multitasking within fast-paced atmospheres.
* Adept at managing and streamlining administrative processes to reduce errors, improve accuracy and efficiency, and achieve organizational objectives.
* Outstanding interpersonal, customer service, leadership, and organizational skills; thrive within detail-oriented, deadline-driven environments.
* Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and managing, arranging, and coordinating executive calendars, travel, contacts, conference bridges, appointments, and luncheons/events.

**WORK EXPERIENCE**

**ARJ ENGINEERING LLC**

**Assistant Document Controller cum Time keeper (MEP Division)**

Project: Arbor School – Al Furjan, Jebel Ali First, Dubai

Agora Mall –Jumeirahstreet, Dubai

September 15 , 2017 – present

* Preparing submittals to main contractor (shop drawing submittal, material submittal, work inspection request, material inspection request, daily report, MEP clearance and etc.)
* File and update shop drawing log, material submittal log, timesheet, inspection request log, MEP clearance log, document transmittal log, incoming letter, outgoing letter and etc.
* Preparing document transmittal to head office.
* Preparing monthly attendance, weekly report and monthly report
* Encode and Distribute Letters/Memoranda and other documents for all concerned employees
* Ensures that file documents and records management system were arranged systematically and were up-to-date
* Retrieve all documents needed by requesters
* Scan all the incoming and outgoing documents
* Sends and receives documents
* Coordinate/Communicate for all employees ofmain contractor and consultants especially on their Document Controller/Secretary
* Always inform the Project Manager,MEP Coordinator and Engineers for all related engineering worksreceived from main contractor, consultants and clients
* Received calls and met needs of the staffs/employees which were part of the project.

**Shah Construction Pvt ltd**

**Electrician cum office Assistant(MEP Division)**

Project:Ashiyana Houses

18th December, 2015 – July 25, 2017

(Temporary)

* Distributed Letters/Memoranda for all concerned employees
* Encoded Letters/Memoranda and other documents covered by the project
* Filed and update shop drawings, method statements, document submittal log, material submittal log, site material request, timesheet, project diary, progress meeting and etc.
* Ensures that file documents and records management system were arranged systematically and were up-to-date
* Retrieve all documents needed by requesters
* Preparing attendance sheet
* Scanned all the incoming and outgoing documents
* Sends and receives documents
* Coordinate/Communicate for all employees, clients and consultants

**EDUCATIONAL QUALIFICATION**

Passed **Matriculation** from **I.C.S.E, New Delhi** in the year 2009.

**TECHNICAL QUALIFICATION**

Completed two years technical training from **INDUSTRIAL TRAINING INSTITUTE(I.T.I)** in the trade of **ELECTRICAL** during the session from 2010 to2 012.

**PROFESSIONAL QUALIFICATION**

Basic Computer Course from **KANAK INFOTECH SYSTEMS(NIELIT)** in 2013 .(Office,Excel,Words).

Advance Diploma In Computer Application For 1 Year From **MDSCSM** In the Year 2016.

**HOBBIES**

* **Playing Basketball**
* **Playing Volleyball**
* **Playing Table Tennis**
* **Playing Chess**
* **Playing Video Games**

**PERSONAL INFORMATION**

Date of Birth

:30/06/1992

Religion

:Sikh

Nationality

:Indian

Sex

:Male

Marital Status

:Unmarried

Languages Known

:English,Hindi &Punjabi

**PASSPORT DETAILS**

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| --- | --- | --- |
|  |  |  |
| DateofIssue | : | 21/07/2016 |
| DateofExpiry | : | 20/07/2026 |
| PlaceofIssue | : | Ranchi |

**DECLARATION**

I **GAGANDEEP** hereby declares that all the statements made in this resume are true,complete and correct to the best of my knowledge and belief.