**CURRICULUM VITAE**

**VINOD**

**Email:** **vinod.391188@2freemail.com**

**Objective**

To obtain a career oriented position in your organization, which provides opportunities forme to contribute my experiencein the field of Document Control, Project Coordination, Office Administration, Secretarial and Project Support Services.

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| **CareerHistory:** |
| 1] | fromJune-2007toMay’2019 **Document Controller** with M/s.Dar Al Handasah Consultants ,which is one of the reputed engineering consultancy company inUAE.**CLIENT : DUBAI SOUTH / DAEP****REPORTINGTO :CHIEFRESIDENTENGINEER** |
| Job Responsibilities:* Electronic Documentationofsubmittals, transmittals(DS,SD,ABDS,WN,SCR,MS,MSS,MIR, O&MManual, T&C Reports,Warranty Certificates, IR,CloseoutDeliverablesthroughPM Web / Aconex / ProjectCollaboration Websiteand updates, maintainmasterinward/outwardlog.

 Uploads and maintains documents, submittals, transmittals, shop drawingsand data in the Document ManagementSystem(PCW/PMWEB)ensuringcompliancewithCompany data controlstandards. Maintainsuptodatefiles,controllogs, numberinganddatabasesofallproject relatedinformation. Ensuresalldocumentationiskeptundersafecustodywithoutdamage/deterioration. Prepares periodicreports including assisting with internal reports to keepmanagementinformedontheprojectprogressInteractswithand assistsengineers toschedule workandcoordinate assignments. Supports the project team with adhoc tasks to support the overallobjectivesoftheteam. |

* Independentcorrespondence.

Typingletters, memos, minutesofmeetings, weeklyandmonthlyreports.

* Administrative assistance asper requirement.

Preparetransmittal / timesheetsforstaffandprocessfor Clientsapproval.

Assisting Planning Engineer for preparing Weekly / Monthly Reports.

* LiaisonworkswithvariousdepartmentsofGovernmentandauthoritiesand

entire documentation duties.

Makingall travel arrangements and attending telephone calls.

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| 2]a) | FromJune-2004toMay-2007workedas**Secretary**withM/s.AlNaboodahEngg. LLC, Dubai,UAEforfollowingprojects:(from Jan-05toMay-07).**CLIENT :DEPT.OF CIVIL AVIATION CONSULTANT : KAME****REPORTSTO : MANAGER (D&S DIVISION)/PROJECTMANAGER** |
| b) | From2004 toJan-05workedas OfficeSecretarywithM/s.AlTurathEngg. Consultants fortheirRe-routingofPressureMainsJob(DS-172-VO1) for Dubai Municipality.**CLIENT :DUBAIMUNICIPALITY CONSULTANT :AL THURATH REPORTSTO : RESIDENTENGINEER** |

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| 3] | 5years&6monthsworkedas**Secretary**withM/s.GalfarEngg.&ContractingCo.(LLC), Muscat,Sultanate ofOmanforthefollowingprojects: |
| a) | FromJuly-97toDec-99workedSecretarywiththeirOil&GasunitfortheirLNGUpstreamFacilitiesProject for PetroleumDevelopmentofOman.**CLIENT :PETROLEUMDEVELOPMENTOF OMAN CONSULTANT : BECHTEL /SNAMPROGETTI****REPORTS TO :CSR/ PROJECTMANAGER**Job Responsibilities:Independentcorrespondence.Typingletters, memo’s.Documentation asper ISOStandard.Administrative assistance asper requirement.Internet and email relatedfunctionsforoffice purpose.Responsibleforallincoming/externalcallsatthemainreceptionpoint takingmessagesand answeringqueriesas appropriate.LiaisonworkswithvariousdepartmentsofGovernmentandauthoritiesand entire documentation duties.Liaison with Client sand suppliers handling their quotation and order.Makingall travel arrangements. |

b) FromJan-00 to Jan-03workedas SecretarywiththeirRoads&BridgesUnitfor their Quriyat-SurRoadWorks(PhaseI).

**CLIENT : MINISTRY OF ROADSAND TRANSPORTS CONSULTANT : RENARDETS.A.&PARTNERS**

**REPORTSTO : RESIDENTENGINEER**

4] From1993to1997workedas**Clerk**withM/s.FiltronEngineersLtd.,Pune,

India.

M/s. FiltronEngrs. Ltd.,is one of the leading design, engineering, manufacturingandmarketingcompany,engagedinthefieldoffoodandfruit processingindustries inIndia.

Job Responsibilities:

Documentation ofFristamPumps

Typingletters, memo’s

Attending telephone calls.

**PersonalDetails**

Age &DateofBirth : 54Years,25/05/1965

Marital Status : Married with two children

Gender : Male

Educational Qualification : B A Degree(HistoryMain) Passed in 1986from GandhijiUniversity,Kottayam,Kerala, India.

Additional Tech. Qualification : Dipl.In ComputerApplication WindowsXp,MSWord,Excel,Email. TypewritingEnglish Higherpassed(50wpm)