**RESUME**



**SHEIK**

**Document Controller/ Administrative Assistant with 7 years of GCC Experience**

No E-mail Location Visa status

: sheik-393129@2freemail.com

: Dubai

: visit



**CAREER OBJECTIVE:**

Seeking a responsible position in a prestigious organization enabling me to utilize my talents and experience, with a willingness to develop new skills & grow with the company.

**PROFESSIONAL SUMMARY:**

**7 Years of hands on experience as a Document Controller / Administrative Assistance** with provenability to establish and maintain an effective filing and archiving system for paper documents, maintaining electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of electronic data management systems, supplier document controls electronic filing systems.

**SPECIALIZED SKILLS**

* Multi-tasking abilities with proficiency in organizing and managing different tasks
* Through knowledge in Electronic Data Management System (EDMS)
* Data organization and storage knowledge
* Detail Oriented
* Strong organization skills with problem solving attitude

|  |  |
| --- | --- |
| **PROFESSIONAL EXPERIENCE: 7 YEARS** |  |
|  |  |  |
|  | **Duration: Jan 2016 to March 2019** |
| **Job Profile: Document Controller/ Administrative Assistant** |  |

* + Prepare the manual and Electronic system documentation records for specific projects in compliance with all quality and regulatory requirement.
	+ Preparing Daily progress Reports and monthly progress report for client and company.
	+ Preparing the Documents / materials for pre-qualification / Approval.
	+ Follow up with client /Design team for approval on time.
* Handling external or internal communication or management systems.
	+ Maintain and update records of all sections individually.
	+ Preparing and issuing the Control copy /IFC Drawings /Master copy.
	+ Manage agendas/travel arrangements/appointments etc.
	+ Preparing and maintaining of CS/PO/file note and necessary follow-ups.
	+ Scheduling appointments for the meetings and all other related works.
* Preparing Minutes of Meeting (MOM) of Inter-Departmental weekly meetings and necessary follow-up.

**Job Profile: Document Controller.**

**Duration: Feb 2013 to Nov 2015**

* Prepare the Internal Transmittals and External Transmittals.
* Follow up of Material Inspection Request (MIR).
* Receiving Request for Inspection (RFI) and distributing each discipline.
* Preparing Project surveillance report and Non-Conformance Report (NCR).
* Handling and updating Mechanical Completion Certificate (MCC).
* Maintaining soft copy and hard copy of Isometric Drawings as per the revision wise.
* Maintaining soft copy and hard copy of P&ID drawings as per the revision wise.

**SERVICES Job Profile: Document Controller /Admin**

**Duration: June 2011 to Dec 2012**

* Writing up the minutes of meetings and Preparing the agendas for upcoming meetings.
* Collecting and compiling statistics and information from identified sources.
* Arranging travel / accommodation for managers.
* Accepting, screening, and routing telephone calls.
* Preparation of inter office Memos & Circulars, etc.
* Making sure that all office equipment is in good working order.
* Assisting other members of staff in administrative duties.
* Photocopying large amounts of paperwork.
* Opening and distributing the mail.

**ACADEMIC QUALIFICATION:**

* Bachelor of Computer Applications (BCA) - Mangalore University

**ADDITIONAL QUALIFICATION:**

* Proficiency in MS Office Suite
* Proficiency in Accounting Applications - Tally ERP 9

|  |  |  |
| --- | --- | --- |
| **PERSONAL DETAILS** |  |  |
| Marital Status | : Married |
| Nationality | : Indian |
| Date of birth | : 31 July 1987 |
| Languages | : English, Urdu, Hindi and Arabic |
| Driving license (KSA) | : Valid |

**Declaration**

I hereby assure that the information furnished above are accurate to the best of my knowledge.

 Sheik