Shanavas Sharafudeen

Project Coordinator / Admin
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To explore new circumstances and obtain an exclusive environment where my ideas will be valued with all potential and my talent will be perceived for further enhancements.

PROFESSIONAL STRENGTH:
• Over 03years' experience as Project Coordinator /Network Administration.
• Working experience in GHANTOOT GULF CONTRACTING, United Arab Emirates and India.
• Good Knowledge of MS Office packages like MS-Word, Excel, Access and Power
Point etc. and Lotus Notes Application.
• Resolved issues and disputes involving all employees and reported to HR manager.
• Experienced in EDMS (Electronic Document Management System).
• Experience in carrying out a variety of Administrative Works including preparation of reports.
• Provide support services to Project Managers in planning, and reporting information related to the status of the project's documents, drawings and submittals.
• Maintain, update and review comprehensive database including documentation, correspondences, drawings, specifications and submittals.
• Logging all incoming project letters, Shop Drawings, Materials Submittals, Method
Statement, Technical Submittal, Test Results, Reports, Calculations and RFI's daily in worksheet.
• Co -Analyzing data and making recommendations on computer modification computer networks •
Troubleshooting a variety of computer issues and Installing hardware and software systems.

Willing to relocate: Anywhere

Work Experience

Administrator / Data Entry Operator

Al - Noor Enterprises
October 2011 to November 2015

Firm: Leading IT Company in Kerala
Duration: October 2011 to November 2015
Role: Administrator / Data Entry Operator

Summary of Major Duties & Responsibilities: • Organizing and maintaining files including confidential files. Periodically updating monthly sales, expenses etc.
• Cross checking the stock of desktop computers and networking accessories including modem and routers.
• Responsible for the preparation of all invoices/bills, daily work reports etc. for whole of the transaction and maintaining all the purchase/sale reports.
• Preparing letters and quotations for Clients.
• Supporting the accounts department for the daily stock enquiry.

SOFTWARE AWARENESS • MS Word • MS Excel • MS Access • MS Power Point • EDMS (Electronic Document Management System) • Various Document Control Software's • Lotus Notes Application • Internet and Web based Communications

OPERATING SYSTEMS KNOWN • Windows 2000, Windows XP, Windows 7, 8 & 10

Education

Bachelor
Information Technology University of Kerala

Certification
Accountancy Study Centre

Skills

- Documentation (Less than 1 year)
- Technical Documentation (Less than 1 year)
- AIA
- Excel
- RFI
- Telecom
- Project Management

Additional Information

TECHNICAL QUALIFICATIONS
Sheet 3 of 4
- Technical Documentation skills.