

Anees Abbas

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Abu Dhabi, U.A.E

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To,
The HR Manager
United Arab Emirates

Respected Sir,

I take this opportunity to introduce myself as a Master of Business Administration looking for a suitable assignment. I graduated in 2016 from Jaipur University, India. My interests, Experience and educational background will further enable me to build my professional career in Document Controller, Administrative Services & Project Coordinator.

I have attached my CV for your perusal and as you can see I have prior experience in procurement and administrative Jobs at Abu Dhabi, United Arab Emirates. I would like to take this opportunity to emphasize my interest in joining your organization in a role that will enable me to use and sharpen my skills for the benefit of both the organization and my career.

I would like to request you to arrange a suitable meeting wherein I can discuss with you my ability to add value to your operations. Given the right chance, I will prove my worth to the best of my abilities and assure you that I will perform beyond your expectations.

Sincerely,


Anees Abbas

ENCL: Curriculum Vitae

ANEES ABBAS

ADMINISTRATIVE EXECUTIVE /DOCUMENT CONTROLLER

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OBJECTIVE

To obtain a position Administrator/Document Controller, where I will be able to contribute my skill, knowledge and experience and to engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company.



SUMMARY

- Customer Service
- Vendor Management
- RFI / RFP / RFQ
- ERP System
- ACONEX
- Procurement
- Cost Reduction
- Project Management
- Policies & Procedures
- Ariba



KEY SKILLS & KNOWLEDGE

- Leading by example, providing clear management and leadership.
- Good office management skills and computing skills.
- Organizing maintenance of systems, document records, space management, etc.
- Following and improving document control procedures
- Good knowledge in dealing with all Business clients.
- Good Communication and inter-personal skills.
- Quick Grasping Power.
- Ability to come up with own ideas to take the company forward.
- Experience of forward planning and team management.
- Report monthly on office progress, identifying areas of concern or improvement
- Knowledge in ERP System, Ariba Network, Aconex



EDUCATION

MBA (MARKETING) | JAIPUR University, Abu Dhabi [2016]

BBM (IT) | CMS college of commerce, Coimbatore [2012]



EXPERIENCE

ADMINISTRATOR /DOCUMENT CONTROLLER

Over 8 years of experience in Abu Dhabi as Admin & Document Controller since 2012 in Smart Dimensions partitions L.L.C. / Arabian Company L.L.C.

- Document Controller & Coordinator for ADNOC NEW HQ Project 2013-2017
- Preparing all kind of forms for submitting the documents for projects, DTF, RFI, MVR, ITR & MAR.
- Updating the log sheet for the incoming outgoing Documents (ITR, As Built/Architectural/ Electrical drawings, ITR, MVR, MAR, DTF, RFI)
- Updating submittal Log, Coordinate with all Departments/ sub-contractors to update and follow up pending submittals approval.
- Preparing transmittals for all the outgoing documents to our Head office & Subcontractors.
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals.
- Preparing technical Submittals for Shop drawings, Materials, RFI, Calculation & Correspondences using online collaboration (ACONEX).
- Producing document progress reports for senior managers
- Raising Invoices, Good receipt Voucher, Entry Passes, Delivery Note and Purchase order for Local & International Suppliers.
- Maintain records on purchase price information on both open market and sub Contract Purchases.
- Preparing the documents for releasing the payment for supplier & keeping the documents under custody.
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Maintain strong relationships with vendors and keep price data in order to get best pricing on supplies and services.
- Following and tracking the shipment with the agents.
- Handling L/C- letter of credit process & Bank guarantees process.
- Handling all type of petty cash with official invoices.
- Purchasing Office Supplies
- Preparing Operations & Maintenance Manual for close-out of Projects.
- Responsible for E-Registration.
- Responsible for Invoicing to clients and vendors manually & through Ariba network
- Payment follow up (Email/telecommunication) & Collect payments within payment period.



PERSONAL DOSSIER

DATE OF BIRTH : 11TH October 1988
GENDER : Male
NATIONALITY : Indian
LINGUISTIC ABILITY : English, Malayalam, Hindi & Tamil.
DRIVING LICENSE : Valid U.A.E Driving License
REFERENCE : Available upon request



DECLARATION

I hereby declare that all the details furnished above are true and correct to the best of my knowledge and belief.