

SREENIVASAN K.V

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WORK EXPERIENCE

- **QA/QC Document Controller, INTECSA INDUSTRIAL**, Abu Dhabi , United Arab Emirates(Mar 2020 to Aug 2020)
- **Project Document Controller., AIROLINK BUILDING CONTRACTING,,** Dubai , United Arab Emirates(Nov 2017 to Jul 2019)
- **Accounts Document Controller., AL JABER ENGINEERING,,** Qatar, United Arab Emirates(Dec 2014 to Mar 2017)
- **Document controller., AL JABER ENERGY SERVICES.,** Abu Dhabi , United Arab Emirates(Jul 2008 to Sep 2010)
- **Assistant Document Controller and Administrative Assistant, JAPAN GAS CORPORATION,** , United Arab Emirates(Oct 2005 to Feb 2008)

EDUCATIONAL BACKGROUND

- , Kerala , **BA**, 2000,

SKILLS

- office administration
- administrative support
- proficient typing skills.
- digital file organization
- data accuracy.

PERSONAL BACKGROUND

° **Birthday:** - 1978-05-02