

LIMSON JOYS

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Al Ain, UAE.



CAREER OBJECTIVE:

To serve the organization in the best way through hard work, sincerity and self-motivation to achieve the best results and to contribute my knowledge and expertise to improve the quality and services of the challenges with a high sense of responsibility and to the best satisfaction of the management.

EDUCATIONAL QUALIFICATION:

- 2013 – 2016: [**B.Com**] **Bachelor of Commerce with Computer Application** – St. Paul Institute of Professional Studies Affiliated to Devi Ahilya Vishwavidyalaya, Indore, Madhya Pradesh, India.
- 2011 – 2013: CBSE All India Senior School Certificate Examination (12th)

PROFESSIONAL EXPERIENCE:

Organization : POWERAGE Towers Ltd., Indore, Madhya Pradesh, India.
Designation : Administration Assistant cum Document Controller
Period : September 2018 to 31st January 2020

- Assist executives with administrative duties and schedule.
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic book keeping work.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Scanning of all the documents for electronic filing system & File and retrieve corporate documents, records, and reports.
- Enter data from documents into the master database.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Calendar Management.
- Maintaining a comprehensive register for incoming and outgoing documents and weekly distribution of the same.
- Managing and responding to emails and correspondence.
- Provide full administration and coordination support to the factory office.
- Electronic file referencing for each received documents for easy retrieval of the document by renaming.
- Organizing internal and external meetings and conference call
- Distribution of the documents to the concerned persons as per the instructions from the Project Director and hard filing & archiving after finishing their actions on it.
- For each transmittal, keeping the logs of the documents, i.e. drawing number, revision, identification etc.,
- Preparation of transmittal for submission of documents.
- Preparing presentations on PowerPoint.

OTHER EXPERIENCE:

Knowledge of document controller job of Construction Field like Abu Dhabi based Log sheet, Closeout documents of:

- Work Inspection Request (WIR)
- Material Inspection Request (MIR)
- Shop Drawing (SPD)
- Material Submittal
- Site Observation Report (SOR)
- Document Transmittal
- Sub-contractor / Pre-Qualification
- Method Statement
- Request for Information (RFI)
- As Built Drawing

SKILLS:

- Excellent Communication Skills in English & Hindi
- Expertise in using Microsoft Office Applications
- Good Typing Skills
- Ability to handle a team
- Good Interpersonal Skills
- Excellent Organizational skills
- Adobe Premier
- Photoshop
- Music Production

SOFTWARE KNOWN:

- MS Office
- General awareness of Oracle & Kronos
- Adobe
- FL Studio
- Firefox

PERSONAL DETAILS:

- Passport Number: T5796638
- Visa Status: Visit (Transferable)
- Date of Birth: 16-10-1994
- Marital Status: Single
- Known Languages: English, Hindi, Malayalam
- Nationality: Indian

DECLARATION:

I hereby declare that all the information mentioned above are true and best of my knowledge.

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