



Muhammed Jasarudheen Document Controller cum Administration

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A career in an esteemed and growing organization that offers challenges and opportunities to grow professionally and personally with the company by using the knowledge and ability I have this gives me the scope of widening the spectrum of my knowledge.

CORE COMPETENCIES

Self-Motivated

Hard Working

High level of Integrity

Proficient typing skills

Basic analytical experience

*Proficient in computer software
programs*

IT SKILLS

- MS Office (Word & Excel), Internet Application
- Hardware & Software support on client PC & servers
- Network installation & configuration

EDUCATIONAL QUALIFICATION

Degree BA English Calicut University 2013.

Diploma Hardware and Networking (DHNE) - Accel IT Academy 2013 to 2014

Higher Secondary -

Board of Higher Secondary Examination, Kerala

WORK EXPERIENCE

- Eight Year Experience in UAE - (Abu Dhabi) as a Document Controller cum Administration, secretary Ghantoot Construction Group.
- Two Year experience as System Administrator - ICS IT EDUCATION, Palakkad, Kerala. India.

PROJECT DETAILS

Project Name : Yas Mayan Development A116
Designation : Document Controller & Administrator (2019 To till Date)
Consultant : AECOM
Client / Employer : ALDAR
Contractor : Ghantoot Construction Group

Project Name : Abu Dhabi Commercial Building A133
Designation : Document Controller & Administrator (2018 To 2019)
Consultant : Architectural Engineering Consultant.(AEC)
Client / Employer : ADCE
Contractor : Ghantoot Construction Group

Project Name : Yousif Al Nowais Villa B073 & Shiekh Diab Villa
Designation : Document Controller cum secretary (2016 To 2018)
Consultant : Baed Architects & Engineers
Client / Employer : HE. Yousif Al Nowais
Contractor : Ghantoot Construction Group

Project Name : Abu Dhabi Trade Center A069
Designation : Document Controller administrator (2014 To 2016)
Consultant : Khatib & Alami
Client / Employer : ADCE
Contractor : Ghantoot Construction Group

PERSONAL DETAILS

Languages Known: English, Arabic, Hindi, Urdu, Malayalam & Tamil

Date of Birth : 30th December 1993
Gender : Male
Nationality : Indian
Religion : Islam
Marital Status : Married
Passport No. : K9744521
Passport Expiry : 25st March 2023
Visa Status : Employment Visa

TYPING SKILLS

Arabic & English (MS WORD & MS EXCEL)

Roles & Responsibilities

- Follow process and principles of company's document lifecycle procedures and Administration
- Demonstrated proficiency with large-scale Document Control management software (ACONEX)
- Maintaining a tracking facility to enable documents to be updated easily.
- Maintaining and Updating the Logs and Shop Drawings, Prequalification, Material Submittal, Method Statement & Daily Register/ Progress Reports, Material Inspection Register, Work Inspection Register and Presentation and filing of documents and drawings
- Providing document support to all project management, engineering and quality control processes or activities
- Issuing and distributing controlled copies of information
- Comments received from the consultant/client to be circulated to the concerned department/ person
- Distribution of letters / documents / drawings as directed by the Project Manager or as per concern engineer instruction
- Preparing Weekly/ Monthly Report.
- Providing E-mail and Telephonic also direct support to customers
- Assisting departments with queries on documentation requirements & submissions
- Keep records of project details, meeting minutes, technical specifications, drawings, etc.
- Scan, image, index, and organize documents project wise
- Preparing Material Request and follow up with Procurement Department for LPO.
- Reviewing the Delivery Note and Invoice.
- Preparing and Coordinate the staff and worker's time sheet
- Handling of sites Petty cash.
- Project Cost Control
- Managing staff holiday, sickness, attendance and absence records

DECLARATION

This is to certify that all the details given above are true to the best of my knowledge and belief. Thank you for your kind consideration of my resume. I am looking forward to hear soon from you.

Place: Abu Dhabi

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