



VINEESH KV

**DOCUMENT
CONTROLLER**

PERSONAL INFORMATION

Sex : Male

Marital Status : Married

Date of Birth : 10/03/1983

Passport No. : R8244294

Nationality : Indian – Kerala

SKILLS

STRONG IT & COMMUNICATIONS

MS OFFICE

PUNCTUAL & HARDWORKING

CONTACTS

Phone: +974 55373424

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Doha - Qatar

OBJECTIVE

I am looking for a challenging position where I could be a productive and contributive member of the team or organization to utilize my 12 year's 8 Months above work experience in the file of Document controller cum Administrative assistant.

EDUCATION

- ✦ Degree from Calicut university, Kerala state – 2004
- ✦ Pre-Degree from Calicut university, Kerala
- ✦ S.S.LC from the board of public exams, Kerala state – 1999

EXPERIENCE

DOCUMENT CONTROLLER CUM ADMIN ASSISTANT

June 2008 to Present (Total 12 Year's & 8 Months Work Exp. in Qatar)

Worked as DOCUMENT CONTROLLER in Abu Adel Engineering Services, Qatar. Responsible for establishing and maintaining an effective document control duties. Ensuring that all documentation is accurate, up to date and accurately distributed to relevant parties.

- ✦ Maintenance of Important Correspondences & Control of important documents/records/reports Checking dispatch documents are accurate.
- ✦ Preparation of Quotations and Enquiries and business e-mails.
- ✦ Preparation of Drafting of letters for the important business letters.
- ✦ Clients, greet visitors, handle mail distribution
- ✦ Filing of documents and drawings.
- ✦ Responsible for maintaining hard copy information.
- ✦ Issuing and distributing controlled copies of information.
- ✦ Ensuring all documents are as up to date.
- ✦ Perform other duties as assigned by Manager.
- ✦ Update internal databases (e.g. record sick or maternity leave).
- ✦ Prepare HR documents, like employment contracts and new hire guides.
- ✦ Create regular reports and presentations on HR metrics.

- ✚ Preparation of Drafting of letters for the important business letters.
- ✚ Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules).
- ✚ Write and distribute emails, correspondence memos, letters, faxes and forms.
- ✚ Arrange travel accommodations and process expense forms
- ✚ Answer employee's queries about HR-related issues.
- ✚ Answer and direct phone calls.
- ✚ Responsible for maintaining hard copy information.
- ✚ Issuing and distributing controlled copies of information.
- ✚ Order office supplies and research new deals and suppliers.
- ✚ Maintain contact lists.

SKILLS & ABILITIES

- ✚ Strong IT and communication skills.
- ✚ Excellent interpersonal skills and a professional telephone manner.
- ✚ Utilizing a range of office software, including email, spreadsheets etc.
- ✚ A comprehensive understanding of health and safety regulations.
- ✚ Ability to evaluate, prioritize, organize and delegate work schedules.
- ✚ Able to react quickly and effectively when dealing with challenging situations

AREAS OF EXPERTISE

- ✚ Document management & Document Control
- ✚ Data entry
- ✚ IT skills
- ✚ Secretarial tasks
- ✚ Administrative tasks

STRENGTHS

- ✚ Total 12 year's 8 months above experience in Qatar.
- ✚ Energetic, target oriented and willing to work under pressure
- ✚ Hard working and highly responsible for the job which entrusted
- ✚ Strict follower of Honesty and Sincerity

TECHNICAL SKILLS

- ✚ Computer proficiency:
- ✚ Fluent in M.S. WORD, MS EXCEL, Power point, Internet, Outlook Express, Applications, PDF Editing, Adobe Photoshop & Computer assembling & Formatting.

PERSONAL SKILLS

- ✚ Ability to organize, co-ordinate, implement and control work related activities.
- ✚ Adaptability - capable of adapting to new environment and grasp work quickly.
- ✚ Capable of working under pressure situation.
- ✚ Good interactive skills.

HOBBIES

- ✚ Playing Cricket & Football.
- ✚ Listen Music and Watch movies.

LANGUAGES KNOWS

- ✚ English, Hindi, Tamil & Malayalam.

I hereby declare that the above information is true to the best of my knowledge and can be substantiated with relevant document if required.

Vineesh KV
Doha - Qatar