



## MUHAMMED NAVAS (Visit Visa) Document controller/Office Admin

A talented driven individual focused on performance as well as result and is able to provide accurate and efficient document control/administrative/clerical services to all staff within an office/site environment. I have a strong background in general administration along with experience of working in a fast paced and pressurised environment. Right now I am looking to work for a suitable company where there is a lively environment that will keep me busy at all time.

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### Key Skills

Administration  
Clerical/Secretarial  
Document controller  
Customer Servicing



### Profile Summary

- Highly enthusiastic and resourceful office support professional with seven years progressive experience in **Document Control** and **Administrative** arena. Proficient in MS office suite and familiar with executive calendar keeping and public relations protocols. Known for providing discrete and confidential administrative support to executives. Effectively interacts with all levels of administrators, clients and stakeholders.
- Quick learner with strong communication, analytical, client servicing & time management skills

### Education

- B.Sc. in Biochemistry from Kannur University, India in 2010

### Certifications / Trainings

- Completed Intermediate Microsoft Excel Training in Excellence Training Centre Doha-Qatar



### Soft Skills



# Work Experience

## **SINCE OCT'19-JUNE'21: UBT-JV HAMAD INTERNATIONAL AIRPORT (HIA) EXPANSION PROJECT AS DOCUMENT CONTROLLER CUM OFFICE ADMIN**

### **Role:**

#### **DOCUMENT CONTROLL**

- ☞ Controls, manages and maintains company records and files to a higher degree of reliability and security.
- ☞ Keeps track of all company records by looking through both hard files and computer database files on a regular basis.
- ☞ Copy, scan and store documents
- ☞ Check for accuracy and edit files, like contracts
- ☞ Review and update company profile & technical documents (e.g. manuals and workflows)
- ☞ Distribute project-related copies to internal teams
- ☞ File documents in physical and digital records
- ☞ Create templates for future use
- ☞ Retrieve files as requested by employees and clients.
- ☞ Manage the flow of documentation within the organization
- ☞ Maintain confidentiality around sensitive information and terms of agreement

#### **ADMINISTRATION**

- ☞ Booking of employees and visitors flight tickets.
- ☞ Visa booking for staff and visitors
- ☞ Hotel booking & transportation for VIPs, visitors and employees in Qatar and outside countries
- ☞ New employee's arrangement, tickets, camp coordination.
- ☞ Collection of wages timesheet and updating.
- ☞ Monthly fuel bill and collection and update excel sheet
- ☞ Monthly phone bill downloading from the online and updating telephone summary sheet.
- ☞ Doing petty cash arrangements for camp and office day by day expenses.
- ☞ Making of employee's personal files and scanning, copying and keeping their documents in system.

## **SINCE DEC'16 – FEB'18: MIDMAC COLAS, MESAIEED, QATAR AS DOCUMENT CONTROLLER CUM OFFICE ASSISTANT**

### **Role:**

#### **DOCUMENT CONTROLL**

- ☞ Controls, manages and maintains company records and files to a higher degree of reliability and security.
- ☞ Keeps track of all company records by looking through both hard files and computer database files on a regular basis.
- ☞ Copy, scan and store documents
- ☞ Check for accuracy and edit files, like contracts
- ☞ Review and update company profile & technical documents (e.g. manuals and workflows)
- ☞ Distribute project-related copies to internal teams
- ☞ File documents in physical and digital records
- ☞ Create templates for future use
- ☞ Retrieve files as requested by employees and clients.
- ☞ Manage the flow of documentation within the organization
- ☞ Maintain confidentiality around sensitive information and terms of agreement

## **RECEPTION WORK**

- ➡ Attend visitors, Records, call receiving & diverting or sending to the concerned person, handing over cheques to the suppliers.
- ➡ Making document transmittal and sending the documents to Midmac & other places, tracking, receiving and depositing of cheque into bank.
- ➡ Making driver daily schedule for outside work, employees pickup, visitors pickup, banks, clients visit and purchase for the Office, site and camp items.
- ➡ Receiving suppliers invoice & entering the register and submission to related departments.
- ➡ Sub base deliveries entry in excel sheet & checking delivery notes received from contracting.

## **ACCOUNTS**

- ➡ Finance bank ledger and cheques for sending to Midmac for signature keep follow up for signature and distributing cheques to suppliers and submit acknowledgment to the MCAC finance.
- ➡ Stamping all payment vouchers for submission with cheques.
- ➡ Entering cheque detail & updating cheque receipt voucher register.

## **TRAVELL ARRANGEMENT**

- ➡ Booking of employees and visitors flight tickets.
- ➡ Visa booking for staff and visitors
- ➡ Hotel booking & transportation for VIPs, visitors and employees in Qatar and outside countries
- ➡ New employee's arrangement, tickets, camp coordination.

## **SUPPORT**

- ➡ Support and camp wages timesheet entry in tab.
- ➡ Collection of wages timesheet and updating.
- ➡ Monthly fuel bill and collection and update excel sheet
- ➡ Monthly phone bill downloading from the online and updating telephone summary sheet.
- ➡ Doing petty cash arrangements for camp and office day by day expenses.
- ➡ Making of employee's personal files and scanning, copying and keeping their documents in system.
- ➡ Copying of company profile and binding.
- ➡ KIMS/IMARA medical invoices calculation.
- ➡ Prepare the documents for wages leave settlement.
- ➡ Arranging medical, pre-medical employment checkup and documents for new joiners.
- ➡ Arranging third party assessment for operators.

## **PROCUREMENT**

- ➡ Raise PR based on MR from site when not in stock.
- ➡ Raise purchase order for entire company.
- ➡ Receive invoice
- ➡ New supplier set up and coordinating with finance process follow up, finding new suppliers and negotiation for credit terms, credit forms and other related documents for supplier creation, bringing multiple quotations and making the PO based on best rates.
- ➡ Sending PO to suppliers for delivery, follow-up with suppliers for delivery.
- ➡ Arranging logistic services for goods receive from GCC and other countries; coordinate with logistic company for delivery of goods on time.
- ➡ Follow-up with finance for supplier payment process.
- ➡ Keep soft copies of all GRN/DIV and PO for each access.
- ➡ Manpower quotation, hire manpower from the best rate provider, insurance and health card records of rented manpower.

## **APR'14- DEC'16: INTERCONTINENTAL HOTELS GROUP (IHG), CROWNE PLAZA, DOHA, THE BUSINESS PARK, DOHA, QATAR AS HACCP & ISO DOCUMENT CONTROLLER**

### **Role:**

- Responsible for maintain, manages and controls of the documents as per HACCP & ISO policy
- To prepare the relevant audit report and corrective action plan, if required
- To be actively involved in the development and implementation of quality activities.  
Coordinating with Certifying body, Representing the management during certification and surveillance audits.
- Ensuring overall hygiene activities in food storage, production & service areas; creating a daily comprehensive report (mentioning any defect & deviation)
- Taking stringent quality measures including preparation of necessary documents to ensure compliance with above standards & customer requirements
- Conceptualizing new process concepts for production optimization & process improvement and developing guidelines for the sequencing of manufacturing activities on the shop floor (SOP)
- Evaluating the process & product quality developed in compliance with pre-set technical specifications; detecting defects / faults and initiating corrective actions
- Developing & implementing:
  - Quality Improvements Programs (CCPs), Good Manufacturing Procedures (GMP) and Sanitation Standard Operation Procedures (SSOP) Raw Materials & Finish Products Testing Programs, Equipment & Facilities Sanitation, Pest Control and Food Safety Training
  - Food Safety Skills of Staff
- Checking the adequacy of food safety & quality through routine preparation, service, cleaning & documentation
- Performing internal audits to ensure compliance with local regulatory laws / international standards in food safety
- Assessing the corrective action taken for non-conformance noted during the audits
- Monitoring the personal hygiene conditions & working habits of staff
- Rendering recommendation to Kitchen & Stewarding Team
- Maintaining effective Pest Control System as well as food safety documentation & records
- Reviewing the microbiological results from food laboratory
- Directing all activities related to Materials Control Protocol including stock rotation (FIFO) storage control traceability & product inventory & expiry control, hold and release
- Rejecting raw materials that do not meet specifications; stopping production / impound products when an immediate food safety risk is identified and releasing the product that has been placed on hold for quality & food safety reasons

### **Highlights:**

- Received certificates for assisting in:
  - **HACCP Certification Audit in Dec'14**
  - **Successful completion of IHG Food Safety Audit in Jul'14**
- Overcame various time, budgetary & norms challenges during the completion of HACCP process
- Implemented several measures to identify various deformities or abnormalities
- Recognized for increasing in-process capability by implementing HACCP process; appreciated for the same

## **SINCE APRIL'18 – SEP'19 : MINAR- CHARITABLE TRUST,KANNUR,INDIA AS MANAGER**

### **Role:**

- Day to day management of the operations of the organization including palliative and supportive care ,learning and development hub, homeopathy clinic, counseling center, physiotherapy clinic and sports center etc.
- Giving staff clear guidance and support, while allowing them autonomy in their work.
- Development and maintenance of the day to day financial records with the support of Administrator.
- To be responsible for the financial side of the Trust including preparing accounts to be presented to the board on a bi-monthly basis and annual accounts for the accountant and auditor.

- ☞ Facilitate an agenda and attend Management board meetings as required.
- ☞ Develop and maintain effective office administration systems, electronically and physically
- ☞ Making driver daily schedule for outside work, employees pickup, visitors pickup, banks, clients visit and purchase for the Office.

## **SINCE APRIL'11 – DEC'13 : MINAR- CHARITABLE TRUST,KANNUR,INDIA AS OFFICE ASSISTANT**

### **IT SKILLS**

- ☞ MS Office (Excel & Word), Data Entry and ERP (Citrix Axapta, on bridge & Orion)

Date of Birth: 17/11/1989

Address: Kannur, Kerala, India

Languages Known: English, Hindi and Malayalam

Nationality: Indian

Marital Status: MARRIED

Passport Details: U9772437 (issued at Kozhikode and valid up to 16/03/2031)

Visa Status : Visit Visa