

VINOD KATTUNGAL VALSAN

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Career Objective

A seasoned Administrative Professional with 14 years of proven experience gained by being a part of Al Futtaim Group, one of the prestigious organizations in the UAE. I am a highly articulate person able to work confidently with diverse cultures and situations. I am seeking an opportunity to continue my professional career with the long-term aim of growing along with the Organization.

Professional Summary

- **Document Controller** – Elite Marble (Sep 2020 –)
- **Document Controller** – Al Futtaim Engineering , MEP Division (May 2016-Jan 2020)
- **Commercial Executive** – Al Futtaim Engineering , AC Division (May 2010 –Apr 2016)
- **Accounts Assistant** - HERTZ Rent A Car (Apr 2008 – Mar 2009)
- **Sales Coordinator** - Al Futtaim Electronics (Jun 2007 – Apr 2008)
- **Data Entry Operator** - PHILIPS Medical Systems (Sep 2006 - Feb 2007)

Education Qualification

- ✍ MBA in Finance and Marketing from Mahatma Gandhi University, Dubai (2008)
- ✍ B.Com from Calicut University, Thrissur, Kerala (2005)

Professional Skills

- Adaptable and Quick learner with an ability to work across all levels of the organization as a team in a fast-paced work environment
- Self-Motivated, good communicator, optimistic & a team player.
- Excellent Administrative & analytical skills.
- Valid UAE Driving Licence.
- Languages Known : English, Hindi ,Malayalam
- Proficient in MS Office, SAP, Aconex, Leasepro and Rentpro
- Listening and situation handling skills
- Time management and finishing tasks due time
- Good back office support and handling documents

Personal Details

Nationality	: Indian
Date of Birth	: 23 rd July 1985
Linguistic Abilities	: English, Malayalam and Hindi
Marital Status	: Married
Visa Status	: Residence Visa – available to join immediately.

Work Experience

Document Controller – Al Futtaim Engineering, MEP Division (2016- 2020)

PROJECT: EXPO 2020

- ✓ Timely Submission of Material, Drawing, RFI, Technical submittal (Pre-Qualification, Calculation, BIM Models , Manufacturing drawings) according to project schedule and checking for the status in a timely manner.
- ✓ Documents submission for DEWA and DCD approval to main contractor.
- ✓ Maintaining/updating records/logs of all document management.
- ✓ Gate pass for Staff as per EXPO requirement and make sure passes are issued to the concerned on time.
- ✓ Correspondence- maintaining registers for incoming and outgoing letters and make sure the letters are responded on time.
- ✓ Arranging access for Project software ACONEX to all office staff in the project from the main contractor.
- ✓ Document receipt, distribution, follow up, submission to client, receipt and distribution of client reviewed documents as per distribution matrix.
- ✓ Co-ordination for Client Training for equipment supplied in the project - arranging gate pass, make sure supplier training person coming for the training, collecting and maintaining attendance sheets, distribution of attendance sheets and training manual to main contractor, uploading the training records in DOME-Project software.

PROJECT: Marsa Al Seef +Bvlgari

- ✓ Timely Submission of Material and Drawing according to project schedule and checking for the status in a timely manner.
- ✓ Time keeping of site staff and ensuring monthly payment on time.
- ✓ Proper recording of Material and Drawing submissions / approvals on a daily basis.
- ✓ Updating Dashboard report for weekly meetings at site.
- ✓ Updating Daily Site report along with site staff details.
- ✓ Handling Petty cash for site cash requirements.
- ✓ Arranging Safety induction for new staffs reporting to the site.
- ✓ Maintaining/updating records/logs of all document management.
- ✓ Preparing WIR for site inspection and maintaining register.
- ✓ Ensure all project documents/drawings & correspondences are available in paper version & electronic version (scanned & native format).
- ✓ Produce Dashboard reports as required by management & other parties from time to time.
- ✓ Document receipt, distribution, follow up, submission to client, receipt and distribution of client reviewed documents as per distribution matrix.
- ✓ Coordination with sub-contractors for timely submission of all QA/QC documents.

Commercial Executive – Al Futtaim Engineering, AC Division (2010 – 2016)

- ✓ Sales order creation and co-ordination for delivery of AC units for retail and project jobs.
- ✓ Payment follow up from customers and make sure payments are posted in system on due date.
- ✓ Creating reports like AR report, Cash Flow, BRM report, projects in pipeline etc.
- ✓ Good knowledge in software SAP for retail and project jobs.
- ✓ Providing good back office support for keeping project and retail job data.
- ✓ Attending AC complaints and make sure complaints are sorted out on time.
- ✓ Assistance for getting approval in Vendor invoices & make sure payments are done on due date.
- ✓ LPO creation for retail and project jobs.
- ✓ Updating price list and taking stock report on monthly basis.
- ✓ Assisting Commercial Manager in month end closing.

Accounts Assistant, HERTZ Rent A Car (2008 – 2009)

- ✓ Preparation of Regular & Salik invoices for all the rented vehicles.
- ✓ Providing proper information to customers to their entire invoice related queries.
- ✓ Follow-up with customers & collect Receivable amounts against invoices.
- ✓ Good working knowledge of Leasepro & Rentpro soft wares.

Sales Coordinator, Al Futtaim Electronics (2007 – 2008)

- ✓ Providing adequate information to salesman about deliveries.
- ✓ Application of SAP software for the sales activities.
- ✓ Preparation of necessary documents for the delivery of goods.
- ✓ Follow up with customers for goods to be received.
- ✓ Overall co-ordination of all back office activities.
- ✓ Preparation of orders and follow-up for time bound deliveries.

Data Entry Operator, PHILIPS Medical Systems (2006 - 2007)

- ✓ Updating medical equipment sales details.
- ✓ Supporting the manager in conducting ARAB HEALTH EXHIBITION – 2007.
- ✓ Maintaining records of exhibition attendance.

Declaration

I hereby declare that all the above furnished details are correct to the best of my knowledge and I bear the responsibility for the correctness of the mentioned particulars.

VINOD KATTUNGAL