



Sandeep Kumar

Document Controller

DETAILS

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Visa Status: Visit visa

Expiry Date : 20th May -2022

Dubai, UAE

ABOUT ME

Date of Birth

08-05-1978

Martial Status: Married

Passport Details

Passport No: S3321065

Expiry Date : 06-06-2028

Nationality: Indian

Languages Know

English

Hindi

Kannada

Malayalam

Tamil

Konkani

Tulu

CAREER OBJECTIVE

12 years' experience as a Document Controller in GCC Country. I was doing my work very passionately responsibly, enthusiasm and,determination. Hardworking reliable, resourceful, with excellent,organizational and staff management skills.

Educational & Professional Qualification

- ❖ B.A(Bachelorof Arts)- Mangalore Universityin in Karnataka
- ❖ ComputerBasicCourse- (M.S.Word, Excel, PowerPoint)+Internet
- ❖ Aconex Online Project management
- ❖ Knowledgeable Internet Browsing. Microsoft Outlook
- ❖ Adobe Professional Expedition
- ❖ VATe-Filing(VATOnline System of Commercial Taxes Department)
- ❖ E-WayBill System

Professional Experience

- ❖ FCC Electromechanical in KSA, Riyadh Metro Project, as a Technical (T&C Dept)Document Controller (July 2018 to Feb 2021)
- ❖ Jayalaxmi Silks (Udupi) as a Admin & Accounts (Jun 2017 to July 2018)
- ❖ Mercury MENA Pty Ltd Co, Borouge3 Project Ruwais- Worked as A General Document Controller & Commercial Document controller (March/2013 to Nov2016)
- ❖ Mercury MENA Pty Ltd Co, ADIB Projectat AbuDhabi- Worked as a Document Controller. (Jan/2013 to Feb2013)
- ❖ Hastie International Pty Ltd Co,khalifa Port Project- 209,-Worked as a Document Controller. (Oct/2011 to Dec/2012)
- ❖ Hastie International, Zayed University Project, Abu Dhabi -. Worked as a Document Controller. (Jun/2009 to Sept/2011)
- ❖ Hastie International, Head office Dubai-Document Controller (Nov/2008 to June/2009)

Professional Experience India

- ❖ Ms/Leo coconut Powder Factory, Udupi Karnataka- Supervisor (Jan/2006toSept/2008)
- ❖ Pancharatna Trading Company, Udupi. Karnataka - Sales Man (Jun2001 to Dec2005)

EMPLOYABLE SKILLS

- Excellent Communication.
- Team Organizing
- Leadership Quality

SOFT SKILLS

- Hardworking
- Optimist
- Flexible
- Adjustable to any type of environment.
- Commitment to achieve cooperate goals.

Duties & responsibilities : As a Admin&Accounts

- ❖ Skill fully manage wide-range of office and accounts payable/ accounts receivable and payroll processing. Invoice bill entry, invoicing, inventory control, returns processing, and purchasing. processing. Invoice bill entry, invoicing, inventory control, returns processing, and purchasing.
- ❖ Respond to customer services Manage calendars for three managers and two executive managers including appointment sand travel arrangements.Create waybille-sugam-Form(VATOnlineSystem ofCommercial Taxes Department),making
- ❖ staff punching card & bank account & PF+ESI related.

Duties & Responsibilities As a Document Controller

- ❖ Filing the drawings and all the technical submittals as per the project filing index
- ❖ Properly enteringthe Contract and Tender Drawings in Computer Stamping various stampson
- ❖ The drawings and distributing to the concerned department
- ❖ Receiving the shop Drawings from Engineering Department and various Subcontractors,
- ❖ Preparing the submittal and submitting it for approval to the Consultant
- ❖ Prepe the list of over due submit taland RFI'swhich are not replied by the consultant to the concerned person/ department for further action
- ❖ Coordinate With Concerned Department For all related document control issue
- ❖ Maintain Backup Softcopies of the project documentation on daily/weekly/monthly basis
- ❖ Compiles and maintains control records and related files to release drawings and engineering documents to manufacturing and other operating departments
- ❖ Making The Documents Filling Systematically and keeping all the documents server
- ❖ Daily Updating Incoming & Outgoing Document in Electronic DayFile
- ❖ Document preparing aring various submittals suchas Shop Drawings Submittal.for approval from the Consultant.

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Sandeep Kumar