

IVAN ABBREV

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Objective

A dedicated, hardworking person who is enthusiastic to do the work entrusted to me with utmost perfection. I do think big, and strongly believe that there is always room for improvement.

A proactive person with the passion to achieve and deliver objectives. Possessing extensive administration and financial management skills, with a natural ability to identify opportunities to maximize sales and optimize company benefits. An innovative, loyal and result oriented professional with strong communication, interpersonal skills and proven ability to meet deadlines, regardless of pressure.

Work Experience;

- **DOCUMENTS CONTROLLER**

24/12/2018 to 02/12/2019

DAR AL HADIAH ENGINEERING CONSULTANT, KUWAIT.

Job Description:

- Correspondences & Handling Incoming and Outgoing correspondences.
- Preparing and handling Internal Site Memos, Minutes of Progress Meeting & Minutes of Safety Meeting.
- Preparing reports (Daily, Weekly & Monthly) with graphical presentations.
- Preparing and handling Job Site Instruction (JSI), Non- Conformance Report (NCR) and Safety Violation Report (SVR).
- Daily Updating of Logs (Transmittals (Subcontractor/ Supplier (SC), Others (OT), Manufacturer Data (MD), Method Statements (MS), Shop Drawings (SD), Mock- Ups (MU), Samples (SM)), Material Delivery Notes (MDN), Snags, Letters, Ready for Inspection (RFIA) Checklist.... etc.
- Keep filing hard copies of all the project related documents in the separated selves with label tags to find out the exact files easily.
- Receiving transmittals/submittals/materials/samples and distributing to the concerned Engineers to review and Actions.
- Scanning each and every file with attachments (keeping soft copy in hard disk to find the documents easily when required).
- Printing of the AutoCAD (A0 dwg/ dwf) contract drawings when Engineers needed.
- Making copy of shop drawings after action to submit.

- **CINE POLITE ASSOCIATE**

11/02/2016 – 21/02/2018

Cine Polite Associate, India

Job Description:

- Giving good customer service.
- Attending calls with various departments and coordinating accordingly.
- Handling food and beverage counter and ticket counter.
- Attending to customer complaints and sorting out the problem.
- Assist with on the job training to new employee.
- Maintain facilities and equipment so as to ensure a neat safe, efficient operating environment.
- Registration of club cine Polis card

- Generating movie polling of upcoming movies
 - Check on daily cleaning if equipment.
 - Assist guest with special needs {mentally challenged, physically disabled, senior citizen, pregnant ladies, kids}.
- Reviewing purchase order and preparing invoice bill at the time of product dispatch.

Education

- **MARINE ENGINEERING** – Visvesvaraya Technological University. (Incomplete Education).
- **PRE-UNIVERSITY**– Shri Laxmi Janardhan College –India – 2013.
- **S.S.L.C**– Sri Kantheshwara High School –India – 2011.

Skills

- Focused, Hardworking, & reliable.
- Ability to pay close attention to people’s needs & requirements.
- Emphatic & motivated.
- Good listener.
- Capable to work under stress& pressure.
- Positive attitude.
- Ability to work for long hours.
- Customer service.

COMPUTER PROFICIENCY:

- MS Office.
- Spreadsheets.
- PowerPoint.
- Microsoft Access.
- QuickBooks.
- Microsoft Outlook
- Web and Social Skills

LANGUAGES KNOWN:

- English (Fluent)
- Arabic (Work Efficient)
- Hindi (Fluent)
- Urdu (Fluent)
- Kannada (Fluent)
- Konkani (Fluent)
- Thulu (Fluent)

Accomplishments

- Backed “service on seat champ” conservative 6 times.
- Employee of the month: November 2016.

Personal Profile

Date of Birth : 21/04/1996.
 Gender : Male.
 Passport No : S2409678.
 Nationality : Indian.
 Marital Status : Single.
 Permanent Address : 11-67, Tharthinje House Kadandale, Mangalore City, 574227.
 Karnataka, India.
 Present address : Dubai,UAE.

Hobbies



Music



Swimming



Badminton



Photography



Dancing

References

- **DHEERSH AMIN.**
(Manager)
Cine Polis Pvt Ltd, India.
(+91) 9620045370.

Declaration

I hereby declare that the above information specified is true to the best of my knowledge and belief.