



SUDHEERKHAN.S

Objectives

To seek a professional job opportunity with a reputed organization where in my ability and education will be utilized to the maximum level contributing to the success of the organization and self-growth in the company hierarchy

Professional Experience

- 1) Employer: **Nakilat Keppel Offshore & Marine, Raslaffan, Doha, Qatar**

Designation: **Admin / Document Controller**

Duration : From March 2019 to August 2020



- 2) Employer: **Liberty Trading & Co, Doha, Qatar**

Designation: **Administrative Executive**

Duration: From February 2018 to January 2019



- 3) Employer: **Manju Automobiles, Kollam , kerala**

Designation: **Admin / Account Assistant**

Duration : From 2016 to 2018

Academic Profile

- **Master Degree**
MBA in Human Resource Management
Madurai Kamaraj university
- **Bachelor's Degree**
Kerala University
- **Higher Secondary Education.** Directorate of Higher Secondary Education, Government of Kerala, India.
- **Secondary School Leaving Certificate.** Board of Public Examinations, Government of Kerala, India.

Roles and Responsibilities

Nakilat Keppel Offshore and Marine.Raslaffan:

- To control piping isometric/spool drawing/piping test package.
- Test pack reviewing, Control of summary sheets.
- Spool drawing review and revision, develop maintain document control processes for the efficient management and recording all documentation.

CONTACT ME AT

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SKILLS SUMMARY

Advance MS Office user

C, C++ Programming Languages

Tally (ERP9)

Win Pics

Excellent Verbal Communication

Multi Tasking & leadership

Flexible in Adapting changes

- Develop photocopies/Binding and transmitting of documents as part of client's submission.
- Recording, checking, and tracking all incoming and outgoing project documents.
- Arranges meetings, ensures documentation for meetings is prepared in a timely manner.
- Maintains manual/electronic filing systems.

Liberty Trading & Co.,Doha,Qatar:

- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning in all relevant new documents.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Update and control procedure documents and forms.
- Assisted with logging, filing, and controlling of updated documentation.
- Assisted in processing and maintaining transmittal and associated documents.
- Allocates and controls the document numbering system for the project work.
- Respond in a timely manner to request to retrieve information, information searches and general request for support from Project/Department personal.
- Responsible for handling Supplier management, Carrying out Payroll preparation.
- In charge of Stock control system administrator, Communicate effectively with clients.

Manju Automobiles Kollam, Kerala.

- Performed activities of quality control of documents and validation of test reports.
- Maintained and retrieved data in and from spreadsheets.
- Provide assistance to clients in person, on email, or telephonically.
- Compile and maintain records on client accounts.
- Open, sort and distribute incoming correspondence and perform data entry and scan documents & Maintain day to day books of Accounts in Tally.
- Maintain Internal Audit: Store and Accounts Book.
- Calculation of Monthly Sale Tax/Vat, Services Tax &TDS Filling Return

Personal Details

Date of Birth : 25th March,1995

Nationality : Indian

Marital Status: Single

Visa Status : Visit Visa

Languages Known: English, Hindi, Malayalam, and Tamil.

DECLARATION:

"I hereby declare that all the details mentioned above are true to the best of my knowledge and belief".

Place: Dubai

Date: 24/10/2021

Sudheerkhan.S