

# Sibulal A.K

Document Controller/IT support



## PERSONAL INFO

Dubai, United Arab Emirates  
Phone : +971 – 523705244  
Email: [sibulalak95@gmail.com](mailto:sibulalak95@gmail.com)  
Nationality : Indian  
Sex : Male  
Date of Birth : 12<sup>th</sup> May 1995  
Marital Status : Married  
Passport : P9891301

## EDUCATION

- Graduated in **Computer Science and Engineering** from Anna University Chennai (2013-2016)

## CORE SKILLS

- MS office
- PHP
- Word, excel

## SOFT SKILLS

- Adaptability
- Self-motivated task oriented to meet the time targets.
- Dedication, Patience and Commitment to work/ assignments
- Team player and hard working
- Exceptional presentation and inter personal skills.

## LANGUAGES KNOWN

- English, Hindi
- Malayalam, Tamil

## CAREER OBJECTIVE

A young and energetic to join and grow with a leading professional Organization that offers career advancement opportunities where I can capitalize on my knowledge and expertise as a professional and subsequently develop a successful career.

## PROFILE SUMMARY

- 1- Year of Experience as Web Developer in INDIA.
- 3- Years of experience as Document Controller in INDIA.
- Bachelor's degree in Computer Science and Engineering.
- Have good knowledge in PHP.
- Possess sound skills and knowledge in JavaScript and SQL.
- Demonstrated ability to work in a high stress environment.
- Have excellent skills in MS Office Application.
- Proven capability to communicate at all levels thereby successfully managing and developing a team.
- Strong leadership, Interpersonal communication skills and the ability to work independently.

## WORK EXPERIENCE

### ROUTES N ROOTS INDIA

**POSITION : WEB DEVELOPER**

**PERIOD : AUG 2016 TO SEP 2017**

### Duties and Responsibilities

- Responsible for working on a range of projects, designing appealing websites and interacting on a daily basis with graphic designers, back-end developers and marketers.
- Developing and maintaining the front end functionality of websites.
- Participating in discussions with clients to clarify what they want.
- Designing prototypes for apps and websites.
- Creating logos, banners and buttons for websites.
- Writing cross-browser compliant XHTML, CSS & JavaScript.
- Analyzing the Website Requirements and identifies the developing Scenarios.
- Designing, Programing and Hosting the Website

## ULCCS LIMITED INDIA

**POSITION : Document Controller/IT support**

**PERIOD : AUG 2018 TO AUG 2021**

### Duties and Responsibilities

- Establish daily, weekly and monthly objectives and communicate them to employees.
- Installing and configuring computer system, diagnosing hardware and software faults and solving technical and application problems
- Manage the workflow by assigning responsibilities and preparing schedules.
- Managing workers and day to day activities.
- Creating reports and document as necessary.
- Prepare reports on performance and progress and present them to senior engineers.
- Detect issues in efficiency and suggest improvements.
- Ensure strict adherence to safety guidelines and company standards.

### REFERENCE

Available on request

### DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the above-mentioned particulars.

**SIBULAL A.K**

