

Rahees Usman

Admin/Coordinator/Secretary-Document Controller

Immediate Joining

Mob: **00971508869560 / 0091895090976**

Email: raheeskunchippally@gmail.com



EXECUTIVE SUMMARY

Experience in Engineering Maintenance projects serving as Coordinator/Document Controller/Office Secretary and managing site related material. Possess about **10 years UAE experience**.

Well proficiency in Computer and facility Management System software's like Microsoft AX.

PROFESSIONAL EXPERIENCE – 10 yrs. UAE

Working as overall Coordinator-Document Controller-Material Store In charge at

Mazroui Supplies Contract's & Maintenance Est. (From November 2010) to present

Project: Electromechanical Maintenance of Dibba Hospital – Fujairah

Client: Ministry of Health & Prevention, Dubai

Duties:

- Preparing daily reports for the clients and also for the Head Office
- Assigning manpower to various work request received from the client
- Receiving telephonic complaints with regards to maintenance and fulfilling them
- Daily manpower tracking down
- Preparing necessary documents for the client
- Document management for the Site Office
- Preparing manpower time sheets and compiling with the electronic time keeping attendance machine
- Maintaining the store, making stocks as well as placing order for the materials required for site
- Arranging manpower for vacations foreseeing reliever
- Preparing and arranging material request, delivery notes and cross checking with invoice before submitting to the accounts department
- Liaising with Engineers and other office staffs to fulfill the needs for all office works
- Preparing Weekly & Monthly reports
- Managing sub-contractors and in lining teams for various Maintenance activities.

SCHOLASTICS

Academic Qualifications:

High Schooling in Commerce –Kerala, India

CERTIFICATIONS & TRAININGS

- ❖ MS Office Training – Kerala, India
- ❖ HSE Training – Dibba Fujairah

SOFTWARE SKILLS

Microsoft Office
Internet Explorer
Microsoft AX System

PERSONAL PROFILE

Nationality: India
Current Location: Fujairah - UAE
Visa Status: Resident Visa
Passport Number: J2669608
Birth date: 01 June 1990
Gender: Male
Marital Status: Married
Languages Known: Arabic, English, Hindi, and Malayalam
Location Preferences: Anywhere

REFERENCE & DECLARATION

- 1- **Mr. Rayees Syed**
Maintenance Engineer, Dibba Hospital(rayees2270@gmail.com)

I hereby declare that the particulars mentioned above are true to the best of my knowledge and belief. I will submit all the related references and original certificates upon request.

Yours Sincere

Rahees Usman