

AKBAR ALI A.S

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Objective

To be a part of an organization where I can apply the experience, skills and capabilities that I have and further enhance them to be able to attain personal development and likewise contribute to the growth of the organization.

Academic Qualification

- Bachelor of Computer Applications (B.C.A)
from University of Madras 2004, Tamil Nadu, India.
- Post Graduate Diploma in Computer Applications (P.G.D.C.A)
from Lister Technology, Villupuram, India.

Professional strengths

- Good knowledge of documentation & office administration.
- Recognized for integrity, thoroughness and commitment to the organization's goals.
- Determination, Punctuality & leadership quality.

Computer Exposure

- Proficient in MS-Office (Word, Excel & PowerPoint) automation computer packages.
- Knowledge of Design Software Imaging in Photoshop & AutoCAD.
- Knowledge of Programming / Application Software such as Visual Basic 6.0, HTML.

Professional experience

Total 10+ years of experience including Office Administration, Secretarial, Document Control and Tendering works.

A) Technical Document Controller (Tender Dept.)



Contractor: Arab United Construction W.L.L (ARCON)
Doha, State of Qatar.

Duration: 2014 (March) – 2016 (Nov) & 2018 (Nov) – 2019 (July)

Key Responsibilities

- Receive, Acknowledge, distribute and properly store Tender Documents.
- Read & analyze technical documents and prepare for submission.
- Acknowledge tender circulars/bulletins and distribute it in timely manner.
- Send clarifications related to tender documents to the client.
- Submit Tender Documents as mentioned in closing date.

B) Document Controller / Office Admin

VCS Engineering & Construction Pvt Ltd, Chennai.
Duration: 2017 (August) – 2018 (October)

Client: KNPC (Kuwait National Petroleum Company).
Main-Contractor: Larsen & Toubro Limited, PT&D, State of Kuwait.
Sub-Contractor: United Engineering Services (UES), Kuwait.
Project: Replacement of Old & Obsolete Substation M20.

Key Responsibilities

- Prepare transmittals for project and generate the various document control reports as required.
- Maintain the files and control logs as required by the project.
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Manage phone calls and correspondence (e-mail, letters, packages)
- Prepare payroll for office staffs.
- Track stocks of office supplies and place orders when necessary.

B) Office Administrator/Secretary/Document Controller



Contractor: Tricone Engineers Inc.

Duration: 2011 - 2013

Project: Construction of 22 floors residential tower.
Al-Aziziah, Makkah Al-Mukarramah.
Kingdom of Saudi Arabia.

Key Responsibilities

- Maintain the files and control logs as required by the project.

- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Manage agendas/travel arrangements/appointments etc. for the upper management.
- Manage phone calls and correspondence (e-mail, letters, packages..)
- Support budgeting and bookkeeping procedures.
- Assist with payroll administration.
- Track stocks of office supplies and place orders when necessary.

C) Office Secretary/Document Controller



Contractor: Othman Saleh Al-Ghamdi Contracting Est.

Duration: 2009 - 2010

Project: Construction of Housing Units Phase II,
Royal Commission for Jubail & Yanbu,
Al-Jubail,
Kingdom of Saudi Arabia.

Key Responsibilities

- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Prepare transmittals for project and generate the various document control reports as required.
- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Receive and screen phone calls and redirect them when appropriate.
- Make travel arrangements for executives.

D) Document Controller



Contractor: Mohammed Al-Mojil Group (MMG)

Duration: 2006 - 2008

Project: Construction of PC2 – Monomer project.
PetroRabigh, Saudi Aramco, Al-Rabigh,
Kingdom of Saudi Arabia.

Key Responsibilities

- **Setting up project filing systems.**
- **Teaming up with other documentation groups.**
- **Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.**
- **Generate the various document control reports as required.**
- **Maintain updated records of all approved documents and drawings and their distribution clearly.**
- **Maintain the files and control logs as required by the project.**

Languages known

English, Tamil, Arabic, Hindi & Malayalam.

Personal data

Father's Name:	E. Abdul Salam
Nationality:	Indian
Passport No / Validity:	L8321900 / 24-Sep-2024
Date of Birth:	06-Jan-1984
Marital Status:	Married
Home Address:	No.12E, Vaikal Medu Street, Periyar Nagar, Villupuram - 605 602. Tamil Nadu. INDIA.
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Notice period:	Immediately.

***Sincerely Yours,
(AKBAR ALI A.S)***