

Ujwal Mohan.

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Career Objective To seeking a challenging career in a fast placed organisation where my education and experience commensurate together with my creative approach which can contribute to its long and thereby helping to strengthen my professional skills which I acquired throughout my career.

Experience

11/2021 to 09/2022

DOCUMENT CONTROLLER.

(Cleanco Trading Importing & Services LLC., Habshan, Abu Dhabi, UAE)

(Project: Adnoc Gas Processing)

- Develop and maintain document control processes for the efficient management and recording all documents.
- Ensure that all the relevant Project documentation are registered / maintained in the electronic Document Management System.
- Develop Photocopies / Binding and transmitting of documents as part of client's submission.
- Assist with the general project administration.
- Liaise with Project Management & team, Client and Sub-contractors effectively and resolve problems and issues relating to documentation.
- To maintain a safe and secured working environment within Document Control.
- Maintain a list of office furniture and equipment together with a list of site offices work station equipment, and monitor them.
- Demonstrated success on the job, as evidenced by satisfactory performance, acceptance of responsibility and growth in previous positions.
- Assists in preparing a "mock up" for operations manuals (e.g., develops the index, binders, dividers, etc., and ensures timely printing and assembly) and/or job data books (pulls drawings and documents, develops index, coversheet, dividers, etc., ensures timely reproduction and assembly).
- Assist in the preparation of the minutes of meetings with the project managers and directors.
- Maintaining a register of all incoming and outgoing mail, stamping and recording of mail before circulating for distribution to the Project Manager.
- Documents from the client and subcontractors.

Highlights.

- Active Learner
- Time Management
- Cost management
- Relationship Management
- Effective Coordination
- Communication Skill
- Customer Relationship
- Team Leadership
- Interpersonal skill
- Administrative skill
- Problem Solving skill

03/2019 to 10/2021

Admin Assistant.

(Cleanco Trading Importing & Services LLC., Habshan, Abu Dhabi , UAE)
(Project: Adnoc Gas Processing)

- Doing administrative and clerical tasks. Maintaining folders on servers.
- Prepare employees monthly time sheet and Document control.
- Maintain and improve online databases of client accounts and external vendors, including updating information when necessary.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint).
- Outstanding interpersonal, customer service, leadership, and organizational skills; thrive within detail-oriented, deadline-driven environments.
- Preparing and editing letters, reports, memos, and emails.
- Running errands to the post office or supply store.
- Arranging meetings, appointments, and executive travel.
- Answering phone calls and taking messages.
- Maintaining folders on servers.
- Recording meeting minutes.
- Liaising with teams and unit.

04/2017 to 02/2018

Sales Executive

Airtel. (kochi)

- Collaborate within teams to achieve better results.
- Take feedback from customers and share it with support teams.
- Working towards achieving the sales target.
- Develop a detailed understanding of the features and benefits of the product/ service.

08/2016 to 02/2017

Bismi. (kochi)

- Prospecting leads and contacting them to pitch the product/ service.
- Setting up meetings with the prospective clients.
- Presenting product/ service demonstrations to the client.
- Negotiating contracts to arrive at the best deal for the client and organization both.
- Develop a detailed understanding of the features and benefits of the product/ service.

Skills.

- Microsoft Office 365
- Basic web designing. Working knowledge TCP/IP, DNS, DHCP, SCP, WINSCP.
- Operating systems windows and Linux.
- Managing tight deadlines. System administration.
- Knowledge about SQL and PHP.
- Basic language knowledge about c,c++,java,.Net and CSS.

02/2016 to 07/2016

Junior Network Administrator Intern. (Soften Technology, Kochi)

- Major responsibilities included monitoring, implementing and configuring network devices and troubleshooting network related problems.
- Fully support, configure, maintain and upgrade corporate customer's networks and in house servers.
- Install and integrate new server hardware and applications.
- Keep an eye out for needed updates.
- Support and administer third-party applications.
- Ensure network security and connectivity.
- Monitor network performance (availability, utilization, throughput, good put, and latency) and test for weaknesses.
- Set up user accounts, permissions and passwords.
- Resolve problems reported by end user.
- Define network policies and procedures.
- Specify system requirements and design solutions.
- Research and make recommendations on server system administration.
- Ensured that the LAN is operational and available to users at all times not including maintenance period.
- Troubleshoot and generating Cisco Routing protocols and Switch Configurations.
- Provided technical support to computer system users on reported issues and service requests.
- Maintained network security standards and escalation of situations requiring urgent attention.
- Created and maintained documentation relating to network configurations, network diagrams, LAN hardware and version records.
- Designed, installed and supported the installation and configuration of office-wide LAN to replace aging dumb terminal system with Windows 2000 networking technologies to include Active Directory and Exchange 2000 for 100+.
- Oversaw network and equipment upgrades to include IOS, image upgrades, and configuration changes.
- Configured and supported multiple remote site installations of Windows 2000 operating system.
- Provided customer service for various clients to include billing and network related issues.
- Provided third level support for internal computer problems.

Languages.

- English
- Malayalam
- Hindi
- Tamil

Personal Profile.

Father's Name : Mohanan P.V

Date of Birth : 25/01/ 1994

Gender : Male

Marital Status : Married

Nationality : Indian

Pass port No : R1373592

Academic project

Project Name: Detection of cloud intrusion and response.

- The primary aim of this project is the NICE framework with the cloud and the network controller initiates countermeasure action by re-configured virtual or physical OFSS.

Academic Qualification

SL.NO	COURSE	UNIVERSITY/INSTITUTE	YEAR
1	AWS Cloud	Bsoft Education	2023
2	Networking CCNA/MCSE	Soften Technology	2016
3	B.E Computer Science and Engineering	Anna University - Chennai	2015
4	VHSC	Board of Vocational Higher secondary Kerala	2011
4	THSLC	Board of Technical Higher secondary Kerala	2009

Declaration

I, Ujwal Mohan, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Ujwal Mohan

Place: Bangalore

Date: