**Curriculum Vitae**

**Nadim Majruh Shaikh**

Saudi Bin Laden Group, Jeddah

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**Personal Summary**

A Document controller Cum Secretary with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of electronic data management systems, supplier document controls electronic filing systems.

As a Sales Coordinator highly competent, capable and resourceful events coordinator with good all round experienced, event development, management marketing. Self-motivated, enthusiastic and with a can-do positive attitude with a proven ability to ensure the smooth running of each event hosted.

Easy going by nature and able to get along, with both work colleagues and senior Managers, currently looking for a suitable position, available at your company related to my qualification and experience

**Key Skills**

Document management, Data entry, IT skills, Secretarial tasks, Archiving, Document Control, Data entry, Computer literacy, Coordination & Communication, Human resource management, Primavera Contract management. Excellent in communication. Able to handle dealers / customers. Good looking. Good in presentation. Comprehension Active, Negotiation, Time Management, Service Orientation, Systems Evaluation, Mathematics, Concern for Others.

**Career History**

**Document controller – Feb 2012 – present**

**Employers name - Saudi Bin Laden Group Jeddah, Saudi Arabia**

**Project name - King Abdul Aziz International Airport (KAIA)**

Responsible for establishing and maintaining an effective document control systems. Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties.

**Duties;**

* Responsible to guide junior staff document controller to ensure effective implementation of project specific procedures.
* Responsible to train new coming document control staff.
* Responsible to monitor work done by document controllers & distribution of work among them
* Interfaces between document control staff & site engineers.
* Maintaining a tracking facility to enable documents to be updated easily
* Scanning in all relevant new documents.
* Checking dispatch documents are accurate.
* Presentation and filing of documents and drawings.
* Responsible for maintaining hard copy information.
* Issuing and distributing controlled copies of information.
* Managing and maintaining a document Control System through Primavera Contract Management & manually.
* Provide advice on procedures of issue and methods in accessing the system.
* Ensuring all documents are as up to date as possible within electronic filing System
* Receipt, recording and circulation of material submittals, drawing & Laboratory Tests
* Reports for all departments including civil works, Electronics, Mechanical works, Plumbing & Survey

**Sales Coordinator – March 2008 – Jan 2012  
Employers name - Viva Electronics Mumbai, India**

Responsible for supporting the company Sales Team and ensuring that they have the tools, support and resources needed to set them apart from the competition.

**Duties;**

* Managing all the sales related activity of the company.
* Handling a high volume of customer enquiries whilst providing a high quality of service to each caller.
* Writing up accurate and grammatically correct sales correspondence.
* Tracking sales orders to ensure that they are scheduled and sent out on time.
* Effectively communicating with customers in a professional and friendly manner.
* Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
* Contacting potential customers to arrange appointments.
* Speaking with customers using clear and professional language.
* Resolving any sales related issues with customers.
* Completing the administrative needs of the Sales Department.
* Making follow-up calls to confirm sakes orders or delivery dates.
* Responding to sales queries via phone, e-mail and in writing.
* Actively supported company sales team – Coordinated sales details, pre-sale material and after-sale deliveries. Handles contacts.
* Participated in execution of sales strategies
* Responsible for timely, accurate quotations and various pro-forma invoices to customers, processing inquires through personal visits, email, phone and fax.
* Prepared and maintained all files necessary for the smooth operation of the department.
* Generated, reviewed, and managed corporate monthly sales activity report & Organized, filed and retrieved documents in appropriate binders in order.
* Created and managed partner list with Company contacts, web sites, industry type, and discount levels.
* Met deadlines as assigned; handle multiple priorities and complex tasks on a routine basis.
* Created and managed partner list with Company contacts, web sites, industry type, and discount levels.
* Ability to be proactive in the anticipation of needed reseller information.

**Administration officer & Office secretary - Oct 2006 – Feb 2008**

**Employers Name - Shade Construction Company, Dammam, Saudi Arabia**

**Project Name - Al – Khafji Joint Operation (KGO)**

**Duties**;

* Successfully complete all jobs by time requested,
* Coordinate delivery of large projects. Initiated “rush procedure,” which guarantees “rush” copy projects of 1,000 pages or fewer will be completed within 30 minutes of submission; met all guaranteed deadlines and enhanced copy room operations.
* Initiated new tracking system to follow up consumer letters sent to other departments for response; response time to consumer decreased by 50%.
* Achieved top ranking among eight other team members for toll-free number performance (efficiency and effectiveness in handling consumer calls)
* Prepared quarterly reports, graphs, and quality assurance grids for two products

**Areas of Expertise**

Document Management, Customer service, organizing staff, marketing campaigns, IT Skills, Leadership and Commitment, Quality Control & Quality Assurance, Primavera P6, Data Entry, Archiving.

**Education**

* Masters of Arts (MA) from Pune University, India in 2007
* Bachelors of Arts (BA) from Mumbai University, India in 2004 & 2005
* Diploma Course in IT from MSBT Mumbai, India in 2003
* Diploma in Computer Applications from Satellite Foundation Mumbai, India in 2001 to 2002

**Professional Computer Software Skill**

* Microsoft Office(Excel & World)
* Microsoft power point
* Adobe acrobat 11 (Professional)
* Primavera contract manager version 3
* Photoshop

**Personnel Details**

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