

# RESUME

R. ANANDAN,  
NO – 117 D T.T.P ROAD,  
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## PROFESSIONAL OBJECTIVE

To pursue a dynamic and a challenging career in an organization that offers a Creative and challenging work environment.

## PROFESSIONAL SUMMARY

- Highly organized and dedicated with positive attitude.
- Have excellent written, oral and intra & interpersonal communication skills.
- Thrive on working in a challenging environment.

## EDUCATIONAL QUALIFICATION

COURSE	UNIVERSITY	INSTITUTION	YEAR
M.B.A	Chennai University	Vel Rangarajan Sakunthala College of Management and Science Avadi – Chennai.	2007
B.COM	Bharathidasan University	A.V.V.M Sri Pushpam College ( Autonomous ) Poondi, Thanjavur - 613 503.	2004
XII <sup>th</sup>	State Board	V. S Boy's Higher Secondary School Tiruvarur.	2002
X <sup>h</sup>	State Board	V. S Boy's Higher Secondary School Tiruvarur.	2000

## **EXPERIENCE:**

### **1. SEEH-AL-SARYA ENGINEERING - OMAN**

Period: November – 2018 to November – 2019.

Designation: Document Controller

#### **Roles and Responsible: -**

- Incoming all AFC Drawing disturbed all department.
- Prepare Monthly report.
- Incoming all Procedure, ITP, Data Sheet, Calculation disturbed all department
- Prepare Document Control Register.
- Maintained all document register.
- Archiving /Scanning/Printing - Renaming, recording and filing incoming hard or electronic copies of drawings (Internal and External)
- Archiving /Scanning/Printing - Renaming, recording and filing incoming hard copies of drawings (Internal and External)
- Ensuring all management system documentation is the current version and easily accessible
- Recording, checking and tracking all incoming and outgoing project documents
- Processing and recording incoming and outgoing vendor data and engineering design drawings
- Maintaining document logs for correspondence, material approval submittals, shop drawing, RFI (incoming & outgoing)
- Maintaining all tracking records and ensuring that they are initialed when a file is taken from the filing room

### **2. ROTARY ENGINEERING AND CONSTRUCTION - DUBAI.**

Period: September 2013 to June 2018.

Designation: Document Controller

#### **Roles and Responsible: -**

- Share to daily all activities report to Project manager and my department Engineer.
- Share daily attendance report to my to Project Manager and HR Team on daily basis.
- Prepare Engineer weekly construction meeting send to through mail Project Manager,

- Incoming all drawing and IFC document issue to site and filling.
- Distribute project-related copies to internal teams.
- File documents in physical and digital records.
- Manage the flow of documentation within the organization.
- Issue to drawing and document for information and review all department.

### **3. KUWAIT OIL COMPANY - KUWAIT**

Period: September 2010 to 2013 May

Designation: Technical Clerk

#### **Roles and Responsible: -**

- Incoming Material Received.
- Update Drilling Section Material.
- Weekly check Store Material.
- Invoice Check and update.
- Prepare Weekly report.

### **4. SRM UNIVERSITY - CHENNAI**

Period - April 2007 to June 2010.

Designation: Admin Assistant.

#### **Roles and Responsible: -**

- Student attendance follows up.
- Answer and direct phone call
- Prepare vendor payment check.
- Write and distribute email, correspondence memos, letters, faxes and forms.
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- To take update from Facility Executive about Housekeeping staffing, deployment.
- Cross check grooming and daily attendance
- Prepare monthly and daily housekeeping schedule with Facility Executive.
- Cross check daily schedule work and take update.

- Cross check monthly attendance for billing.
- Prepare week end activity and provide update to management.
- Collect monthly bill, cross check and then submit to accounts Team
- Arrange Vendor monthly meeting and share update to Management.

#### Personal Information

Father's Name : V. RADHAKRISHNAN  
Date of Birth : 14.06.1983  
Gender : male  
Marital Status : Single  
Languages : Tamil and English.  
Permanent Address : No. 10 Big Pallivasal Street,  
Vijayapuram,  
Main Bazaar,  
Tiruvarur - 610102.

#### DECLARATION

The above furnished details are apropos to me and true to my Knowledge

PLACE: Tiruvarur

DATE :

ANANDAN ]

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