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| **Lovepreet Singh**    **Educational Background**  **BBA (Bachelor in Business and Administration)**  **Diploma in Computer Application**  **E-Mail:**  [lovepreet.sroyea@yahoo.com](mailto:lovepreet.sroyea@yahoo.com)  **Contact Number:**   **:** +971-52-411-8943  **Personal Data:**  Gender : Male Nationality : Indian Civil Status :Married Passport No : J8170443  **Languages Known**  English, Hindi & Punjabi  **STRENGTH**:  Time management skill, Dependable, Energetic, Dynamic team leader, Sense of Responsibility, Highly inquisitive, creative and resourceful. Can type 45 words per 1 minute. |  | **Professional Objective**  To obtain a position that will enable me to utilize my personal, professional and academic qualification and develop further my talent and skills for continuous career improvement.  **Position Desire**  **Secretary / Document Controller**  **Knowledge, Skills & Abilities**   * Total **5 Year 6 Month** experience as Document Controller/Secretary * 3 year & 6 Month Gulf experience * Knowledgeable in E-Builders, * Knowledgeable in DAMAC Connect (Shear Point) * Knowledgeable in Quality Related issues * Proficient in Microsoft Office Application (MS Word, Excel, PowerPoint, email and internet application) * Knowledgeable in Basic Office Procedure * Proficient in English, Hindi & Punjabi (Write, Read & Speak) * Can operate office equipment like fax, scanner and copier machine   **Detailed Professional Experience**  **Worked With Company’s**   1. Al Qabdah Global Building Contracting L.L.C 2. Transemirates Contracting L.L.C   **DETAILED EXPERIENCE:**  **Al Qabdah Global Building Contracting L.L.C Project Site: (G+6P+HC+31) Residential Tower Client: M/s Al Qasimia University WAQF (ASAS) Consultant: QHC**  **December 2017 – Up to Present Position:**  **Document Controller /Cum Secretary**  **Job Description**   * Preparing and uploading all the Outgoing document transmittals and Service Request to the Client and Consultant. * Preparing a monthly report for the Consultant. * Ensure the correct stamping all documents or drawings in accordance with the prevailing document control procedures. * Coordinate the activities of Document control, including distribution of documents, tracking and reporting on document review progress * Coordinate engineering key performance indicators * Preparing and uploading a draft letter as per the request by the Coordinator and Project Manager’s. * Receiving all Incoming documents such as letters, document transmittals, and submittals from the Client, from the Consultant and   Sub-Contractor through the hard copy and soft copy (CD). |

## Transemirates Contracting L.L.C

**Project Site: (B+G+P+10+R) (Plot #416-8083 at Nadd Al Hamar, Dubai) & (B+G+P+12+R) (Plot #416-8069 at Nadd Al Hamar, Dubai)**

**Client: Sheikh Sultan Saeed Sultan Al Dhairi Consultant: Al Ajmi**

**January 2017 – October 2017**

**Position:**

**Document Controller /Cum Secretary**

**Job Description**

* Coordinate the activities of Document control, including distribution of documents, tracking and reporting on document review progress
* Coordinate engineering key performance indicators
* Preparing and uploading a draft letter as per the request by the Coordinator and Project Manager’s.
* Ensure the correct stamping all documents or drawings in accordance with the prevailing document control procedures.
* Receiving all Incoming documents such as letters, document transmittals, and submittals from the Client, from the Consultant and Sub-Contractor through the hard copy and soft copy (CD).
* Preparing a monthly report for the Consultant.
* Preparing and uploading all the Outgoing document transmittals and Service Request to the Client and Consultant.
* Maintain document logs for correspondence, material approval submittal, shop drawing, RFI (Incoming & outgoing)

## Transemirates Contracting L.L.C Project Site: AKOYA by DAMAC (G+7 Golf apartments-3 clusters) Motor City, Dubai UAE

**Client: DAMAC**

**Consultant: Aecom & Atkins January 2015 – December 2016**

**Position:**

**Document Controller**

**Job Description**

* Receiving all Incoming documents such as letters, document transmittals, and submittals from the Client and from the Consultant through the system (E-Builder), hard copy and soft copy (CD).
* Preparing and uploading a draft letter as per the request by the Coordinator and Project Manager’s.
* Preparing and uploading all the Outgoing document transmittals and Service Request to the Client and Consultant.
* Updating all logs in daily basis (Submittals, Inspection Request & Correspondence)
* Preparing a monthly report for the Consultant.

# Ranjeet TVS (Moterbike agency) India,Punjab,Batala

**October 2012-Up to November 2014**

**Position: Secretary**

**Job Description**

* Answering telephone calls
* Maintaining diaries
* Arranging appointments
* Managing reception and meeting and greeting clients
* Typing and word processing
* Handling correspondence
* Filling
* Managing Database
* Coordinating mail-shots and similar Publicity tasks