

Ronald Abraham

Document Controller / Office
Administration / Asst. Manager

Graduate with 10 years of experience (India & UAE) in Office Administration, Documentation, Project Support Operation, and Cross-Functional Coordination.



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TECHNICAL SKILLS

MS OFFICE SUITE

CATIA V5

ACONEX

ADOBE ACROBAT

SHARE POINT DATA BASE

ADOBE PHOTOSHOP

TALLY ERP - BASICS

e-BUILDER

WORK EXPERIENCE

Document Controller / Project Secretary Damac Properties LLC

12/2015 – 02/2020

Dubai, UAE

DAMAC Properties has been at the forefront of the Middle East's luxury real estate market since 2002.

Key Role

- Provided high-level administrative support, document management, coordination with different stakeholders, Performed various tasks which include scheduling meetings or appointments, maintaining files, prepared meeting minutes, sending e-mails, answering phones or arranging for apartments visit by customers in coordination with the Management team.
- Monitored all incoming and outgoing transmittal and correspondence through share point collaboration and maintained logs.
- Issued RFA's, Memo's, Prepared weekly reports on all outstanding issues and overdue. Prepared BOQ requisitions for hospitality pre-opening operation and get necessary approvals.
- Control filling, sorting, and retrieval of electronically stored data produced by technical teams, projects or departments in a timely, accurate and efficient manner.
- Managed to Improve the efficiency of a web-based collaboration system in our team by 14%.
- Arranged travel arrangements and appointments for higher management and other official delegates.

Office Administration / Service Manager Orange O Tec Pvt Ltd

09/2012 – 10/2015

Surat, Gujarat, India

A direct dealer and importer of MS - Dover Collaborated products of high-speed digital textile machinery all over India and Srilanka.

Key Role

- Managed Customer Service Department PAN India and resolved the service issues in coordination with the technical team.
- Served as a key point of contact between customers and the service team. Increased customer satisfaction rate by 35% by improving customer service.
- Managed the secretarial role for the Managing Director.
- Performed all back office supports, attending meeting, transcribe minutes, derive actions plans.
- Prepared attractive presentation slides about company profile and digital textile industry to showcase in conferences and expos.

Office Administrator / Design Engineer Larsen & Toubro – IES

07/2009 – 08/2012

Vadodara, Gujarat, India

LnT IES offers single point design, engineering and development solutions for automobile industries. A vendor for Kuka/Magna/BMW

Key Role

- Managed the back-office tasks on 2D & 3D designing and documentation. Gained experience in CATIA V5 designing software.
- Worked in welding fixture designing, convert 3D to 2D drawings. Prepared fixture BOM and other presentations.
- Gained experience in Design Engineering.
- I have been promoted as Design Engineer after 7 months on the job.

SOFT SKILLS

Data organization knowledge

Analytical experience

Pro Active

Problem Solving Skills

Work Ethic

Trustworthy

Adaptability

Proficient typing skills

EDUCATION

B.Sc Physics

MarThoma College

06/2006 – 03/2009

University

- Mahatma Gandhi University

Tiruvalla, Kerala, India

Higher Secondary

Government HS School

2004 – 2006

Main

- Science : Bio-Maths

Tiruvalla, Kerala, India

MAJOR PROJECTS

PRIVE by Damac Maison, Dubai - Project Value - AED 530+ Million (2018 – 2019)

- Project Type - Hotel Apartments & Serviced Apartments
- Client - Damac , Consultant - Lacasa, Main Contractor - Al Sahel
- EDMS Used - Project Connect Share Point

Damac Towers by Paramount, Dubai - Project Value - AED 1.8+ Billion (2016 – 2017)

- Project Type - 5 Star Hotel & Hotel Apartments
- Client - Damac, Consultant - KEO INTL, Main Contractor - TAV
- EDMS Used - Project Connect Share Point

BMW - KUKA - Project Value - AED 500+ Million (2011 – 2012)

- Project Type - BIW Welding Fixtures
- Client - BMW, Main Vendor - KUKA Germany
- Software Used - CATIA V5

LANGUAGES

English



Hindi



Malayalam



Tamil



PERSONAL DETAILS

Nationality- Indian

Marital Status - Married

Dependents - Two

DL Status - UAE DL Automatic & INDIAN DL Manual (MCWG, LMV)