**PROFILE:**

Skilled, qualified and experienced in clerical and documentation work with proven track record of maintaining document as per the established procedures as guidelines of the Organization. Seeking for a challenging position as a Document Clerk in a fast paced Organization.

**KEY SKILLS:**

* Excellent interpersonal skills and a professional Telephone manner.
* Utilizing a range of office software, including email, spreadsheets, databases and G works (software using by GS E&C – main Contractor EPC # 2, RRE Project).
* A comprehensive understanding of health and safety regulations.
* Ability to evaluate, prioritize, organize and delegate work schedules.
* Proven decision making skills.
* Able to react quickly and effectively when dealing with challenging situations.
* Assisting departments with queries on documentation requirements & submissions.

**CAREER PROFILE:**

#### *TAKREER,*

Sponsor: SPARK Establishment, Maintenance & Oil Field Services

#### Document Clerk (*April 2011 till date)*

Ruwais Refinery Project - (RRE Project)

**Responsibilities:**

* Responsible for establishing and maintaining an effective documentation system & ensuring the Contractors follow the Project Quality Control Plan.
* Receiving of all EPC documents from the Contractor,
* Distributing the documents to the Project Management, collecting the commented documents from the Project Management and issuing to the Contractor
* Keeping logs for all incoming and outgoing documents and preparing status report periodically to the Project Management
* Receiving and Issuing correspondence to the Contractors,
* Uploading and distributing all correspondences thru software
* Keeping & retrieving the latest EPC Contract documents, drawings, specifications and invoices in the systematic.
* Keeping & retrieving all latest AFC (approved for construction) drawings.
* Keeping all Quality Assurance and Quality Control and Commercial Works as per ISO systems, Standard Procedures and Code practice in Oil and Gas, Petro Chemical, Power Plants.

#### *MC Donald, (Abu Dhabi)*

#### *Document Management Clerk, (H R Division) (August 2007 to April 2010)*

*Responsibilities:*

* **File the important documents in systematic order and under appropriate categories. Prepare duplicate copies and save them as information backup.**
* **Ensure smooth functioning of the data management systems and software’s**
* **Maintain hard and soft copies of different organizational documents, records and reports**
* **Perform data entry operations to record and save important data in software’s**
* **Compile information, prepare reports and submit them to concerned authorities within prescribed time**
* **Make certain the data is well protected from theft, tampering or breakdown**

**EDUCATION**

* Higher Secondary Education, Kerala Board, India (2006)
* Secondary School Leaving Certificate, Kerala Board, India in (2004)

**DRIVING LICENSE**

* Light Motor Vehicle License – **UAE**, (Manual)

(Lic. No: 743054)

* Light Motor Vehicle License – India,
* Two Wheeler License – India.

**COMPUTER SKILLS**

* MS Office (Excel, Word, PowerPoint, Outlook)

**VISA STATUS**

* Employment Visa (Transferrable)

**PERSONAL INFORMATION**

Birth date : 30th May 1988.

Nationality : Indian

Languages Known : English, Hindi & Malayalam.

Contact No : 0097150 1386723. (UAE)

Email : [jeeluammu@gmail.com](mailto:jeeluammu@gmail.com).

I hereby declare that the above furnished is true to the best of my knowledge and belief.

Place : Abu Dhabi. Jeen Jeeva