

Lovepreet Singh



Educational Background

BBA (Bachelor in Business and Administration)

Diploma in Computer Application

E-Mail:

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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