DEVASURYA.K.MOHANAN

+971 058 655 7058
devasuryakmohan@gmail.com

Dubai,United Arab Emirates
www.linkedin.com/in/devasurya-mohanan

OBJECTIVE

Ambitious Admin and Document Controller professional seeking to advance my career in a reputable organization. Aiming to leverage my comprehensive skills in administrative management, technical troubleshooting, and office management and system support to contribute to organizational growth and success.

STRENGTHS

- Strong written and verbal communication skills
- Proficient in prioritizing tasks and time management skills efficiently.
- High level of attention to detail and accuracy.
- Strong interpersonal skills
- Proficient in computer skills, including the Microsoft Office suite (such as MS Office, MS Excel,Outlook and PowerPoint)

PROFESSIONAL EXPERIENCE

Administrator

Vitamin tea general trading llc UAE

05/2024 - present

- Supervise and train and guide office staffs, fostering a collaborative work environments.
- Handled client communication and resolve issues efficiently.
- Offer assistance to senior management by managing calendars, handling email communication, and arranging appointments.
- Assist in preparing and formatting documents, presentations, and reports as needed.
- Coordinate and oversee key organizational events and meetings.
- Review IT documents and coordinating and scheduling activities.
- Provide insights into areas for improvement and growth.

Administrator
Migrob pvt.ltd

06/2023-04/2024

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Supervise administrative staff and divide responsibilities to ensure performances.
- Assist in project management by tracking deadlines and facilitating communication.
- Set up and maintain manual and computerized information filing systems.
- Follow up on client issues until they are resolved.
- Supervise clerical staffs.

Document Controller
Lord Buildings

06/2020-04/2021

- Organize, copy, scan, and store documents.
- Ensure accuracy and completeness of documents.
- Monitor document control process and provide updates.
- Facilitate the timely distribution of documents to all project teams and external parties.
- Conduct regular audits and reviews of documentation.

EDUCATION

BACHELOR DEGREE IN TECHNOLOGY

BTECH - Computer Science Engineering 2020-2023
APJ Abdul Kalam University

DIPLOMA IN ENGINEERING

Computer science engineering and technology 2017-2020
Board of Technical Education

SKILLS

- MS Word
- Outlook MS
- Drop Box
- Power point MS
- Excel