



Contact Information

- ❑ Email
Sanoop.das87@gmail.com
- ❑ Address
Doha - Qatar
- ❑ Phone
+974 **6640 5157**

Skills

- ❑ 2 Year I.T.I Diploma
- ❑ Microsoft Windows
- ❑ MEP
- ❑ Microsoft Office (Word, Excel)
- ❑ Aconex
- ❑ VBC
- ❑ MS Outlook
- ❑ MS PowerPoint
- ❑ Total 8 Years Experience

Languages

- ❑ English
- ❑ Malayalam (Mother Tongue)

SANOOP DAS

ADMINISTRATIVE ASSISTANT | DOCUMENT CONTROLLER

CONSTRUCTION | CONSULTANCY | DEFENCE AND SPACE | OFFICE ADMINISTRATION

Dear Sir/ Madam,

I am having over **Eight** years of experience in Qatar in Administrative Assistant & Document Controller. I wish to place forth my application for a suitable position in your esteemed organization.

A fully qualified document controller, I am familiar with all the procedures needed to keep records and logs of document retrievals in a modern business environment. I am well-versed in the updates, distribution and removal of documents from a library and competent with all security matters associated with securely held documentation. I also possess a wide range of administrative skills which include the ability to schedule meetings, carry out photocopying and faxing work, taking minutes or assisting with the preparation presentations. I am used to the major classification and organization systems used today and am seeking a new position that will help me to improve my career prospects

I am self-motivated and a good team player, having strong leadership and interpersonal competencies. I possess a keen sense of willingness to learn more and work hard and according to the commitment. Excellent presentation and communication skills have always been my strength.

I am enclosing here with my resume for your kind reference & perusal. I am looking forward to an opportunity to meet with you to discuss how we can utilize my knowledge and expertise for our mutual benefit.

Thanking you in anticipation.

With Warm regards.

❖ Objectives

- Reduce lost and misfiled documents.
- Provide faster search and retrieval of documents.
- Reduce the amount of physical space used to store documents, such as file cabinets, boxes and shelving.
- Better organize existing documents.
- Streamline information and workflow.
- Allow instant access to documents.

❖ Academic Qualification

- **Draughtsman** Industrial Training Department, Govt. of India
- Phonetic Technical Engineering Collage, Thrissur Kerala State India.
- **Diploma In Civil Engineering** All India Technical Education Society, **Govt.Regd.No 109/93** Kerala, India.
- **AutoCAD 2021** from **Autodesk** Authorized Training Center
- MEP AutoCAD.

Personal Details

- ☐ Male
- ☐ Married
- ☐ Transferable Visa with NOC
- ☐ D.O.B – 16/10/1987
- ☐ Valid Qatar Driving License

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Areas of Expertise

- ☐ Total 8 years Experience
- ☐ Office Administration
- ☐ Document Controller
- ☐ Secretarial Duties
- ☐ Valid Qatar Driving License

❖ SUMMARY OF ADMINISTRATOR

A pleasant, professional and proficient administrator who has a long track record of ensuring things run smoothly behind the scenes of a busy office an effective team member who has the ability to meet deadlines and ensure that the highest standards of Office organization are maintained at all times has a methodical and thorough approach to work, and will go out way to maintain an enjoyable and clean working environment. And has experience of working with the general public, both face-to-face and over the telephone and is someone who will always go that extra mile to get things done. Right now am looking to work for a company that offers excellent opportunities for personal and professional development.

❖ Highlights

- Provide Support to high-level executives while supervising other office personnel.
- Schedule meetings appointments and travel plans.
- Compose and send various documents and correspondence emails for executives
- Research facts compiled in documents to verify accuracy.
- Maintain multiple executive schedules.
- Noted customer service and communication skills
- Organize and maintain substantial collections of client files.
- Skilled in Microsoft Office.

Duties

- Carrying out large volumes of filing while retaining a good level of accuracy and efficiency
- Overseeing appointment setting and schedules
- Organizing company events
- Data entry and a variety of front office reception tasks
- Making sure that information is quick and easy to locate
- Ordering and maintaining office stationery and equipment
- Processing staff payrolls, keeping account of finances and updating staff files
- Receiving and redirecting telephone calls

Metromet Construction

QATAR DOHA
PRESENT Working

OFFICE DOCUMENT CONTROLLER

Duties And Responsibilities

- Archiving /Scanning/Printing - Renaming, recording and filing incoming hard copies of
- drawings (Internal and External)
- Ensuring all management system documentation is the current version and easily accessible
- Recording, checking and tracking all incoming and outgoing project documents
- Processing and recording incoming and outgoing vendor data and engineering design drawings
- Maintaining document logs for correspondence, material approval submittals, shop drawing, RFI (incoming & outgoing)
- Maintaining all tracking records and ensuring that they are initialled when a file is taken from the filing room

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AIRBUS
QATAR DOHA
APRIL-2012
to MARCH
2019

OFFICE ADMINISTRATOR / DOCUMENTATION

Project Name :

- National Security Shield (NSS) for Qatar Armed Force
- Border Surveillance Sensor Sites (Land / Maritime / Coastal)

Duties And Responsibilities

- Develop and maintain document control processes for the efficient management and recording all documentations
- Ensure that all the relevant Project documentation are registered / maintained in the electronic Document Management System (eDMS)
- Develop Photocopies / Binding and transmitting of documents as part of client's submission
- Understand and manage Client EDMS system
- Assist with the general project administration
- Liaise with Project Management & team, Client and Sub-contractors effectively and resolve problems and issue's relating to documentation
- To maintain a safe and secured working environment within Document Control

FATA EPC
QATAR DOHA
MARCH-2010
to JANUARY 2012

DOCUMENT CONTROLLER

Project Name:

- QATALUM Aluminum Smelter Project

Duties And Responsibilities

- Responsible for running a technical library in a firm of ship builders, accessing dozens of records daily.
- Responsible for handling all older documents and establishing which ones were ready to be archived.
- Able to take an orderly approach to keeping both physical and electronic documents, including the processes needed to discard obsolete records appropriately
- Ensured that all archived documents were stored in compliance with the relevant health and safety regulations.

supporting documents will be provided on request

DOHA, QATAR

**Yours Faithfully,
SANOOP KC**