



ARJUN NAGESH

Document Controller / Administration

OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.



PHONE:

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Email:

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ADDRESS:

Khorfakkan Sharjah, UAE



EDUCATION

- Diploma In Human Resources (HR) - Alison Education United Arab Emirates 2023
- HSC-Higher Secondary Certificate Ravindra Bharati College Board of Higher Secondary Examination. Mumbai. Maharashtra 2008-2010
- SSCL 10th Shree Saraswathi Vidyalaya School Board of Public Examination, Tamil Nadu. 2007



PROFESSIONAL

- FINANCE & ACCOUNTING International Business Management Institute United Arab Emirates-2023
- TALLY Karama Institute, Dubai, United Arab Emirates-2012
- MS OFFICE Sawarkar Computer Education Goregaon, Mumbai-2010



EXPERIENCE

DAR ALWD CONSTRUCTION LLC, SHARJAH UAE

DOCUMENT CONTROLLER | MAY 2022 To PRESENT

Project : Khorfakkan Corniche Road

- Responsible for printing, scanning, sorting and filing of project documents in physical and digital (drawings and other submittals)
- 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
- Responsible for Control/Track/Issue of complete project documentation such as incoming and outgoing correspondence, site instructions, change orders, NOC, RFI, Letters, Submittals and other forms of pertinent documents from the client and subcontractors
- To maintain a safe and secured working environment within Document Control
- Assist with the general project administration

BESIX CONSTRUCT LLC, DUBAI UAE

DOCUMENT CONTROLLER | OCTOBER 2020 To MAY 2022

Project : Dubai Uptown Tower DMCC

- Archiving /Scanning/Printing - Renaming, recording and filing incoming hard or electronic 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



SKILL HIGHLIGHTS

- Data Management
- Aconex
- Document Control System
- MS office
- MS Outlook
- Strong Organizations
- Complex problem solver
- Project Management



LANGUAGES

- English
- Hindi
- Tamil
- Marathi



PERSONAL DETAILS

- DOB - April 1st 1991
- Nationality - Indian
- Civil Status - Married
- Religion - Hindu
- Visa Status - Employment
- Passport No. - T5325853

- Maintaining all tracking records and ensuring that they are initialed when a file is taken from the filing room
- Maintaining document logs for correspondence, material approval submittals, shop drawing and RFI (incoming & outgoing)
- Demonstrated proficiency with large-scale Document Control management software (ACONEX)

DOCUMENT CONTROLLER | JANUARY 2015 To DECEMBER 2019

Project : The Royal Atlantis Resort & Resident Palm Jumeirah

- Good working knowledge of MS Office software (Word, Excel and etc.) and a good level of computer literacy
- Responsible for printing, scanning, sorting and filing of project documents in physical and digital (drawings and other submittals)
- Liaise with Project Management & team, Client and Sub-contractors effectively and resolve problems and issue's relating to documentation
- Data encoding in Excel
- Create templates for future use
- Review and update technical documents
- Maintain confidentiality around sensitive information and terms of agreement
- Troubleshooting scanners and printers minor problems
- Knowledge of Plotter Machine Printing Scanning A1 – A0 Size Drawings

ADMINISTRATIVE ASSISTANT | JANUARY 2014 To DECEMBER 2014

Besix : Head Office | Dubai UAE

- Prepare labor files for Leave application and Final settlement
- Sending Passport and Emirates ID to Dubai Government office for Visa cancellation
- Arranging Visa Medical and Passport renewal procedures
- Dealing with labor staff and solving issues
- Data encoding in Excel
- Document sorting and filing
- Maintaining an inventory of office supplies

OFFICE CLERK | NOVEMBER 2011 To DECEMBER 2013

Project : The Dubai Tram | Dubai UAE

- Responsible for printing, scanning, sorting and filing of project documents in physical and digital (drawings and other submittals).
- Document sorting and filing

- Data encoding in Excel
- Mails and other documents distribution
- Documents and large size drawings printing and scanning

**HYPER CITY MALL | GOREGAON,MUMBAI INDIA
SALESMAN | 2011**

- Welcoming customers, answering their questions.
- Helping the customers locate items, providing advice or recommendations
- Operating scanners, scales and cash registers
- Accepting payments, ensuring all prices and quantities are accurate and proving a Receipt to every customer

**BMA WEALTH CREATORS LTD | GOREGAON,MUMBAI INDIA
TELECALLER-CUSTOMER CARE | 2010**

- Obtains client information by answering telephone calls
- Interviewing clients; verifying information
- Informs clients by explaining procedures; answering questions; providing information

DECLARATION:

I do hereby declare that all the above mentioned details are true and correct to the best of my knowledge and belief.

**Place : Sharjah
Date :**

Arjun Nagesh