



# ANOOP P.V

## ADMIN CUM DOCUMENT CONTROLLER

12 +years of experience in Abroad in different positions, Office Admin in Administration Department, Data Administrator cum Document Controller, Proven computer skills with good working knowledge of different computer applications. An independent worker who is able to multi task and meet deadlines efficiently and accurately. Strong problem-solving skills and initiative evident in the implementation of efficient data management systems. A proven record of efficiency in establishing, organizing and managing office procedures. Proficient in a wide range of computer applications. Solid bookkeeping skills, excellent scheduling skills and a strong background in customer relations. Recognized for the ability to manage multiple tasks and projects and successfully meet deadlines. A self-directed worker who enjoys a fast-paced work environment. Outstanding office skills and knowledge of office management procedures. Provided administrative and secretarial support to a large department, managed a number of simultaneous projects and met deadlines consistently and accurately. An independent worker recognized for a proactive approach to problem-solving. Proven experience in a demanding work environment dealing successfully with competing needs and different challenges. One plus year experience in Marketing field as a Marketing Manager in a Industrial Water treatment Company in Chennai, Tamil Nadu.

## CONTACT

✉ anooppvofficial@gmail.com  
☎ +971521006977  
📍 Al qasimia, Sharjah

**Date of Birth :** 11-9-1986

**Nationality :** Indian

**Visa Status :** Visit Visa

## EDUCATION

**Diploma in Fire and safety**

**Diploma in IATA**

**Plus Two**

Board of Higher Secondary Examination,  
Kerala

**SSLC**

Board of examination Kerala

## PASSPORT DETAILS

**Passport Number :** Y3991083

**Place of Issue :** Kochi

## PROFESSIONAL AFFILIATION

- ♦ OSHA

## LANGUAGE

- ♦ English
- ♦ **Arabic**
- ♦ Malayalam
- ♦ Hindi
- ♦ Tamil

## OBJECTIVE

Desire admin position in a construction / Office firm where my 12 years' experience executing multiple projects concurrently with verifiable ability to work efficiently and meet deadlines under pressure will be brought to bear in performing daily administrative duties to support construction project managers.

### OFFICE ADMINISTRATION

- Handle the entire spectrum of activities across providing facilities support and efficiently handle contractors, housekeeping Record management and house-keeping services.
- Acting as one point contact for all administrative matters like Time keeping and attendance, guest house management, maintenance, upkeep and repairs of company's assets, Telephone lines, mobile phones, logistics and courier services, procurement, storage and issue of stationery and compensation of employees.
- Prepared monthly invoices of domestic and international employees and submitted to client for payment.
- Maintain a flawless communication with the employees; ensure timely resolution of employee grievances and harmonious working environment at all levels.
- Carrying out necessary procedures in the event of fire, breaking and entering, accident or major damage.
- Maintain the care and use of housekeeping supplies and equipment, etc.

### BACK OFFICE/ADMIN EXECUTIVE

- Liaisoning with Bank for bank accounts of employees.
- Handling Salary related issues/grievance.
- Responsible for reimbursement claims processing on monthly basis, Validation of claims submitted by employees with their entitlements & company policies, Taking care of reimbursement disbursement through bank transfers / cheques.
- Entrusted with the task of maintaining data base of all employees.

## EXPERIENCE DETAILS

- 02 plus Years Working with Special Technical Service L.L.C Oman {STS} Company as a Admin in EPCC work and TA shutdown project in OQ Sohar. Client: ORPIC– Sohar, Since Jan 2022 to Jan 2023,
- 04 plus Years Working with Special Technical Service L.L.C Oman {STS} Company as a Admin and camp in charge in Khulud gas project,fahud. Client: Petroleum development of Oman and Enerflex middle east L. L. C, Since Nov 2017 to 2021 April.
- 01 Years Working with Special Technical Service L.L.C Oman {STS} Company as a Admin in Farwest gas project, Safah. Client: OXY and Enerflex middle east L. L. C, Since Nov 2021 May to 2022 Jan
- Since 2016 to 2017 working as a Marketing Manager in a Industrial Water treatment Company group Chennai.
- 4 Years Working with Special Technical Service L.L.C Oman {STS} Company as a Document Controller cum Office Admin in Amal Steam Project, Client: Petroleum Development of Oman, Since March 2011 to 2015 Jan.
- 12 months Experience in V K S projects as a Safety officer in Dr dy Patel Boiler power Plant Gagan Bawda, Kolaphur, Maharastra Client: Thermax Construction and Contracting L L C (since 11 Nov 2009 to Sep 2010).
- 2 years Gulf experience in Dubai Airport Terminal 3 as a BMS tech and Store Management, Company: Thermo LLC Dubai.
- 9 Months Experience in Manappuram finance as Office Staff, Cashier and Asst Branch Head.

## MAJOR PROJECT HANDLED:-

- EPCC Project In OQ Sohar.
- Farwest Gas Compression Project.
- At Khulud gas project with Petroleum development of Oman.
- At Amal Steam Project Phase one and two with Petroleum development of Oman.

## JOB TITLE : ADMINISTRATION / LOGISTICS CORDINATOR

- Responsible for maintaining the records of office inventory.
- Distributing the stationary as per requirement and keeping the record.
- Checking the availability of stationary and other required things and ordering for them.
- Coordinating with the dealers, Suppliers and vendors.
- Maintaining the documents records.
- Assisting the admin manager in planning and executing the events and other activities in organization.
- Managing the housekeeping and security guard staffs' data and duties.
- Responsible for checking the cleanliness of office.
- Organize the office mobilization/demobilization of Manpower.
- Arrange and Schedule the Weekly, Monthly Meetings.
- Coordinate with the Personnel Managers for related issues
- Looking after all the administration related work at the Office.
- Responsible for checking the office's assets are in good condition.
- Responding the mails.
- Responsible for handling the petty cash and keeping the record of expenses.
- Responsible for employees time sheet entry.

## KEY SKILLS AND ABILITIES :

- **Excellent time management skills** : Proven ability to effectively manage multiple responsibilities in a busy environment and to identify urgent tasks, ensuring they are prioritized and completed in a timely and accurate manner.
- **Ability to work under pressure** :Highly experienced at operating in high-pressure situations where I have been required to carry out complex tasks within a short timeframe. I have experience processing highly technical information, and I remain calm and maintain a high standard of work when under pressure. Good understanding of local market.

- Proficient in MICROSOFT Word, Excel, PowerPoint and Internet application.
- Conversant with Microsoft Windows of all versions with Server
- Proficient in Hrms and JD applications.