

CURRICULUM VITAE

MR. ANOOP E. B – DOCUMENT CONTROLLER / IT SUPPORT

PERSONAL DATA

Date of Birth: 11-03-1994
Nationality: Indian
Marital Status: Unmarried
Languages Known: Malayalam, English, Hindi and Tamil
Contact : +973-66391429
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ACADEMIC QUALIFICATION:

- BCA (Bachelor of Computer Application) from Al - Azhar college Thodupuzha, Kerala, India

CAREER HIGHLIGHTS

- 2+ years of handy experience in IT Support and networking.
- 3+ years of experience in QA/QC Documentation and administration.

SKILLS:

- Proficient knowledge in Windows distros and Linux Debain distros.
- Proficient in MS Office with excellent knowledge in report and presentation preparation.
- Well versed with databases (MS Access , Sybase ASE)
- Familiar with command line working in Debian distros as well as Windows.
- Worked in SAP ERP System (SAP ECC 6.0) - Basis module.

PROFESSIONAL WORK EXPERIENCE (Total 5+ Years)

- Organization: Mechanical Contracting & Services Company (MCSC), Bahrain.
Position: Document Controller
Period: January 2017 to till date

Responsibilities:

- Handling all the administrative tasks of the QA/QC department.
- Development/Maintenance of MS Access software by fulfilling department requirements.
- Control Inventory and maintenance of QA/QC office equipment / stationery.
- Remote support for QA/QC team working over various projects.
- Maintenance, proper storage and retrieval of QA/QC controlled documents.
- Maintenance of IMSP/IMSS Procedures to its latest edition.
- Preparation of daily report, Weekly progress Report, Monthly progress report, Monitoring welders and prepare repair rate as per the contract specification requirements.
- Tracking & maintenance of various MS excel/MS Access oriented data sheets.

Projects handled:

- BANAGAS Central Gas Processing Facility (CGPIII) Project (Jan 2017 – Oct 2018)
- Bahrain LNG Import Terminal Project (Nov 2018 – Jan 2019)
- ALBA GTC SMPP and E&I Erection Project (Feb 2019 – Jan 2020)
- Personal Assistant of Senior manager – Operations / QA-QC Document and instrument controller at Head office (February 2020 – Till)

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- Organization: Electro-Mech Enterprises, Cochin
- Position: Associative Basis Consultant / Junior IT Administrator
- Period: December 2014 - December 2016

Responsibilities:

- Configuring & Maintaining Network file sharing activities.
- Help with the daily administration of Window Server, Active Directory.
- User role maintenance administration.
- Support the daily administration of the infrastructure supporting this environment (LAN/WAN)
- Assist with all areas of network and system administration, across all levels of support
- Hardware sizing and planning.
- Installation of SAP ECC 6.0 and Solution manager 7.1
- Technical system monitoring.
- Backup Management – Configure online and offline database backups and schedule it using DB13 and from ISQL command line
- Worked on ticketing tool to resolve the issues & problems.
- Collaborate with other team members and business representatives to ensure that security roles, authorizations, activity levels and settings meet the Client requirements.
- Backup Management – Maintaining the database using DB13.
- Spool Administration – Creating output device, adding printer and monitoring spool requests.
- Performing various SAP Market place activities like software downloads, connection maintenance, coordination with SAP with various SAP messages.