

RESUME



LAL JEE YADAV

Permanent Address:

Laljee Yadav S/o Mr. Raj Karan
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224164

Present Address:

P.O. Box 5098,
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Contact No: +973 36696281
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Seeking assignment as a: **SECRETARY / DOCUMENTATION CLERK**

Objective:

To be associated with a part of a winning team that dynamically works towards the success of the organization and setting up a platform to explore my talents.

Education Qualifications:

Qualification	Year of passing	Name & place of institute	Class
Bachelor of Science (BSC)	2014	Utter Pradesh, INDIA	70%
Intermediate Education	2011	Utter Pradesh, INDIA	73%
Matriculation	2009	Utter Pradesh, INDIA	65%

GCC Driving License

Software Skills:

Languages: MS Word, MS Excel, PowerPoint.

Computer Proficiency:

Excellent

Professional Experience:

➤ Documentation Clerk.

Ahmed Omer Trading & Contracting Est. WLL, Kingdom of Bahrain

Period: 2017 – Present

Project	<u>CLIENT</u>	<u>CONSULTANT</u>	<u>VALUE BD</u>
Durrat Al Bahrain Soft and Landscape	Durrat Al Khaleej Al Bahrain	Ace Al Moayed Consulting Engineers	4.8 M
SBI Villa at Janabiya	Sheikh Salman Bin Is Al Khalifa	MSCEB	1.1 M
First Motors Development at MA 'Ameer	First Motors	MSCEB	3.1 M
Diyar Al Muharraq S1 173 Villa (Phase 01)	Diyar Al Muharraq	Mott Macdonald	8.7 M
Diyar Al Muharraq S1 119 Villa (Phase 02)	Diyar Al Muharraq	Mott Macdonald	6.5 M
Diyar Al Muharraq S1 160 Villa (Phase 03)-	Diyar Al Muharraq	Mott Macdonald	8.1 M
Danaat Al Baraka Residential Development	Eskan Properties	Khatib & Alami Engineers	10.6 M
Bahrain Pharmacy Ware House at E-13 BIW, Hidd	Bahrain Pharmacy & General Store BSC	MSCEB	2.1 M
KBS-19 at Al Jasra	H.H Shaikh Khalifa Bin Salman Al-Khalifa	Ayman Al Saeed Architecture & Engineering	3.6 M
Merbad Garden Views	Minor Estate Directorate	Gulf House Engineering	4.5 M

➤ Document Controller:

Kuwaiti Manager Contracting Company, Kingdom of Bahrain

Period: 2014 – 2017

Project	<u>CLIENT</u>	<u>CONSULTANT</u>	<u>VALUE BD</u>
Durrat Al Bahrain Petal 4Luxury Villa Houses	Durrat Al Khaleej Al Bahrain	ACE Almoayyed Consulting Engineers	12.7 Million

Experiences:

- 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

Key Skill:

- Having good leadership qualities.
- Punctual, Hard working.
- Project Management, Project Procedures
- Data Entry, Computer Database
- Document Management System, eDMS & Quality Checks.

Languages Known:

English, Hindi and Punjabi

Personal Details:

Passport	:	L7309635
Marital Status	:	UN MARRIED
Date of Birth	:	22-01-1994
Nationality	:	INDIAN
Bahraini Driving License	:	940124319
Place	:	MANAMA, KINGDOM OF BAHRAIN

Declaration:

I here by declare that all the information mentioned above is true to the best of my knowledge.

Thanking You

Laljee Yadav