To

**The Manager**

Dear Sirs,

I, **Baiju A.P,** hereby submit my resume for your kind perusal. I came to know that there is a vacancy in your esteemed organization and that, after referring through my resume, and based on my qualification and experience, if you find me as a suitable person to work under your organization, then I assure you that I will perform my duties to the entire satisfaction of my superiors and colleagues.

I would be much grateful, if you would accept my application and give me a chance to show my skills.

Awaiting your favorable reply in anticipation.

Thanking You,

Yours Sincerely,

**Baiju.A.P**



**BAIJU A.P**

Contact N0: **00-973**- **66 35 76 93**

E-mail: baijuap2017@yahoo.com

**SECRETARY /DOCUMENT CONTROLLER / ADMIN ASSISTANT /RECEPETIONIST**

**A challenging position that will contribute to the organization goals availing an opportunity for growth and advancement**.

**Professional History**

Since my Double Bachelor Degree Course Completed. I have been working with well-known companies in India, Muscat and Bahrain in Secretary, Administration and Document Controller field that helped me a lot to acquire expertise knowledge in Secretary, Administration and Document Controller.

Seeking a position offering a challenge to my academic , organizational , qualifications and talent, position providing adequate opportunities for utilizing my knowledge in Secretary, Administration and Document Controller substantial potential for career growth.

**ABOUT MYSELF**

I am very enthusiastic and sincere, in all my endeavors, qualities that have stood me in good stead through my career. I can handle my assignments very fast. I constantly strive to value-add to the organization, as well as learn from the experiences, to ensure that the relationship is a mutually beneficial one. I am a successful team player and can work as a team leader to produce good results even under severe work pressure meeting deadlines. I have strong quantitative and analytical skills. I am good at computer and well versed with tools like MS Excel, Word, and PowerPoint etc.

Having an experience in the secretarial, administration and document controller field, I wish to make a strong career in this line. I am confident that I will be able to use my ambition to constantly improve upon and to significantly value-add to the organization.

***Key Skills:***

* Proven organizational skills to adapt to changing environments.
* Excellent PC skills including Word, Excel and Power point.
* Experience of working for Director level or above.
* High standard of copying and audio typing.
* Diary management.
* Minute taking.
* Travel arrangements.
* Report compilation.
* Replying to general correspondence.
* Ability to priorities work and manage time effectively.
* Planned, controlled and directed the document control functions for a mining study.
* Trained project personnel in automation tools and document control procedures.
* Created and implemented the RFI process within the project.
* Directly supported Contracts Manager with the RFP process and reviewing invoices.
* Prepared and analyzed over 9500 documents for project closeout and record turnover.
* Technology Skills.
* Organizational Ability.
* Time Management.
* Office Coordination.
* Administrative Services.
* Problem-Solving Skills.
* Planning Skills.

**WORK EXPERIENCE**

**Two years worked with as a leading company Panorama Contracting & Engineering Services W.L.L in Bahrain dealing with contracting business.**

Position : Secretary with Document Controller(2017 to 2019)

***Duties and Responsibilities:-***

* Maintaining diaries and arranging appointments.
* Coordinating mail-shots and similar publicity tasks.
* Typing, preparing and collating reports filing.
* Collect, scan and upload documents for the following set procedure.
* Sorting and analyzing the data.
* Submitting monthly management reports using advanced excel tools.
* Ensure all technical documents such as, reports, drawings and blue prints are collected and registered in the system.
* Print and distribute documents as necessary.
* Works with various construction departments like electrical, civil, HVAC etc.
* Letter drafting & filing.
* Ensure document control activities by allocating numbers, Providing Document ID code for soft and hard copies.
* Control of all incoming and outgoing Documents and ensure timely issuance & distribution.
* Document classification, sorting, archiving, and removal of obsolete documents in compliance with Q.S requirements.
* Co-ordination with all departments for day-to-day works and follow-ups.
* Managing databases.
* Acting as a receptionist and/or meeting and greeting clients.

***Reference: Mr. D.E. Joshua – Managing Director, Panorama Contracting – 39639550***

**Ten Years of worked with as a leading company Hameed Al Nooh Contracting Co. W.L.L in Bahrain dealing with contracting business.**

Position : Secretary with Asst: Administration and Document

Controller (2007 to 2017)

***Duties and Responsibilities:-***

* Answering calls, taking messages and handling correspondence.
* Maintaining diaries and arranging appointments.
* Typing, preparing and collating reports filing.
* Managing databases
* Implementing new procedures and administrative systems.
* Collect, scan and upload documents for the following set procedure.
* Sorting and analyzing the data in Excel.
* Submitting monthly management reports using advanced excel tools.
* Ensure all technical documents such as, reports, drawings and blue prints are collected and registered in the system.
* Co-ordination with all departments for day-to-day works and follow-ups.
* Print and distribute documents as necessary.
* Works with various departments like human resources and construction.
* Letter drafting & filing.
* Handling Incoming Letters, Transmittals and all kind of Documents.
* Assistance to the Managers and Engineers.
* Assistance to the Administration Department.
* Document classification, sorting, archiving, and removal of obsolete documents in compliance with quality system requirements.
* Acting as a receptionist and/or meeting and greeting clients.
* Organizing and servicing meetings (producing agendas and taking minutes).
* Prioritizing workloads.

***Reference: Mrs. Shaima Rajab – HR Manager, Hameed Al Nooh Contracting – 39903090***

**Two Years of worked with as a leading company Al Nab’s Services LLC in Oman dealing with labour supply business**.

Position : Secretary (2004 to 2006)

***Duties and Responsibilities:-***

* Letter drafting.
* Attending the telephone calls.
* Assistance to the Administration Department.
* Managing databases.
* Typing, preparing and collating reports filing.

**Three Years of worked with as a leading company Talal Al Zhavavi Enterprises LLC in Oman dealing with supermarket business.**

Position : Secretary with Accountant (2001 to 2004)

***Duties and Responsibilities:-***

* Letter drafting.
* Preparing the daily work sheet.
* Assistance to the Accounts Department.
* Typing, preparing and collating reports filing.
* Managing databases.
* Logging or processing bills or expenses.
* Prioritizing workloads.

**EDUCATIONAL QUALIFICATIONS**

* Bachelor of Commerce and Bachelor of Arts.
* Vocational Higher Secondary Examination.
* Secondary of School Leaving Certificate.
* Graduate Diploma in Information Technology.
* Desk Top Publishing. Type Writing English Lower and Higher.

**HIGHLIGHTS OF QUALIFICATIONS AND SKILLS**

* Strong analytical, problem solving, organizational ability.
* Written and communication skills. Careful, precise, free from error.
* Ability to work on your own without being constantly supervised.
* Imagination to come up with new ideas or to solve the problems.

**I T SKILLS**

Diploma in Computer Application : Expert

(Windows 98, 2000, XP, MS Word, MS Excel, MS PowerPoint (New Version), Other)

Graduate Diploma in Information Technology : Expert

Operating Systems : Expert

(Internet Programming)

Data Entry Operation

**LANGUAGES SKILL**

English : Fluent

Hindi : Fluent

Malayalam : Fluent

**COMMENTS**

I wish to inform you that the following reasons prompted me to leave the present employer.

(01) I am looking for better prospects.

(02) I am looking for a friendly atmosphere for working.

(03) Looking for a good future.

**Personal Data**

|  |  |
| --- | --- |
| Gender & Date Of Birth | Male ; 21-10-1981 |
| Marital Status | Married |
| Nationality | Indian |
| Passport Status | H 5862991 |
| Reference | Available on request |
| Current Position | Secretary with Document Controller |

I hereby declare that the information stated above is true to my knowledge.

Yours Faithfully,

**Baiju A.P**

Bahrain