

DEEPIKA. R

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CAREER OBJECTIVES

To build a challenging career with a reputed Company and to serve the company with extreme dedication, put forth my knowledge for the benefit of the organization and be a dominant part of the company

KEY QUALIFICATIONS:

Ten Years of accumulated professional experience

- **In the field of project administration support and document control**
- **In the field of office administration**
- **In the field of Sales Coordinator**
- **In the field of Secretarial jobs**

JOB PROFILE

- Competent in Aconex Software.
- Competent in CEMS Data Base Software (Correspondence Exchange Monitoring Software).
- Knowledge of Electronic Document Management Systems (EDMS)/ ERP Data Base.
- Knowledge on document management system. Capable of documenting work processes and procedures.
- Familiarity with project management
- Able to coordinate the flow of documents between project operations, engineering disciplines, or other department groups.
- Receiving, reviewing, logging, ensure that all documents received are in accordance with the contract requirements, recognize problems and put into action any solution.
- Ensure that distribution of documents is in accordance with the document distribution matrices.
- Coordinate and expedite the review and approval of documentation.
- Assist the Project Managers where support/report is being required.
- Assist the Engineers in preparing transmittals and the like under tight deadlines.
- Ensure that at the end of the day, archiving and storage of master documents both manually or electronically are well maintained and completed in accordance with project and location requirements.
- Data organization skills.
- Prepare reports, statements, quotations, sales orders, purchase orders, budgets sheets and other documents using word processing, spreadsheet, database software (Oracle based software named Orion).
- Prepare Salary sheets and Annual Reports.
- Prepare letters, memos etc using Word processor
- Prepare supporting documents for reports to submit to Proposal Coordinator
- Prepare submittal for various projects.
- Provide weekly progress reports of projects to the management.
- Handling Enquiries and Quotations.

- Checking and reviewing a variety of data for accuracy and conformity to established standards and procedures.
- Provide full secretarial support to Human Resources Department.
- Managing and maintaining executives' schedules.
- Maintain the physical and electronic filing systems to ensure accurate and speedy retrieval of required documentation and reports.
- Receiving incoming calls and transfer to appropriate personnel/offices.
- Receiving and sending E-mails using Outlook.
- Opening, sorting and distributing incoming faxes and emails.
- Performs all duties at a confidential level.
- Collect and prepare data for records and reports
- Updating visit log for all divisional Engineers.
- Data Entry in various packages.
- Prepare attendance log for all staffs in every month.
- Follow up with the Supplier and sending mails to Clients.
- Well conversant with MS Office, thorough with internet and e-mail, familiar with scanners and printers.
- Maintaining good project-wise filing system

PROFESSIONAL EXPERIENCE

❖ **Project Administrator/Document Controller for KAHRAMAA Water & Electricity Projects**

M/s Energoprojekt-Entel LTD, Doha – Qatar (24th September 2014 to 19th December 2018)

Projects Involved

Kahramaa Projects:

- GTC 521/2012 Project Management (II) for Water Security Mega Reservoirs, KAHRAMAA, Qatar
- Qatar Power Transmission System Expansion – Phase XII Projects, KAHRAMAA, Qatar
- Qatar Power Transmission System Expansion – Phase XI Projects, KAHRAMAA, Qatar
- Qatar Power Transmission System Expansion – Phase IX Projects, KAHRAMAA, Qatar
- Qatar Power Transmission System Expansion – Phase VIII Projects, KAHRAMAA, Qatar
- Qatar Power Transmission System Expansion – Phase VII Projects, KAHRAMAA, Qatar
- Establishment of 132/11kV Al Wukair 11 Substation (Contract No. AWK 11)
- Design and Construction of Primary Electrical Power Substations and its Main feed (HV Cables) in Ras Bufontas Economic Zone, Um Alhoul Special Economic Zone and Al Wakra Logistics Park (Package P1, P2, P3, P4 & P5) – (Manateq - Contract No. LCWA-CW03-CON-17).

❖ **Receptionist, Secretary cum Project Document Controller**

M/s Panorama Contracting & Engineering Services WLL. Doha – Qatar (Reliever vacancy as Secretary cum Document Controller for 3 months)

❖ **Secretary cum Sales Coordinator**

M/s Best Flow Trading WLL. Doha – Qatar. (February 2013 – March 2014)

- ❖ **Secretary cum Sales Coordinator**
M/s Faisal Jassim Trading & Engineering Co. Wll. Doha – Qatar. (April 2012 – January 2013)
- ❖ **Office Secretary**
M/s Eurotech Wll, Doha – Qatar (2009- 2011)
- ❖ **Office Secretary**
M/s Al Kindi Trading Est. Doha – Qatar (2008 - 2009)
- ❖ **Computer Operator/Clerk**
Commercial Tax Dept., Collectorate, Kollam, Kerala (2003–2007)
- ❖ **Computer Instructor cum Supervisor**
M/S Gayathri Computers, Trivandrum, Kerala (1998–2003)
- ❖ **Computer Instructor**
M/s HIMACS, TRIVANDRUM, KERALA, INDIA (1996 – 1998)
- ❖ **Computer Lab Assistant**
M/S TRAIT MICRO SYSTEM, KOLLAM (1995 – 1996)

SOFTWARE KNOWLEDGE

Application software's

Aconex, MS-Office & Outlook, PageMaker, Adobe Photoshop, Adob Acrobat Pro, Text Bridge, Data Base III+

Working environment

Windows 3.1/95/98, Windows Millennium Edition, Windows XP Professional and Home Edition plus Service Pack Two

Programming knowledge

Basic, C Language

EDUCATIONAL QUALIFICATIONS

Post Graduate Diploma in Computer Application (PGDCA) from ICES Kochi, Kerala (1996)

Bachelor of Science (BSc) from University of Kerala (1994)

PERSONAL INFORMATION

Date of Birth	:	May 15, 1974
Marital status	:	Married
Nationality	:	Indian
Visa Status	:	Family visa under husband sponsorship
Languages Known	:	English & Malayalam
Passport Number	:	K 6123194
Passport Valid Till	:	2 nd September 2023

Deepika.R

Doha Qatar