**Abhishek Kumar**

**City:** Delhi **Email:**[akabhikumar022@gmail.com](mailto:akabhikumar022@gmail.com) **Phone:**  (+91) 8595448716

**Career Objective**

* Serve the organization to apply my knowledge and skills to the best of my effort in order to achieve organizational goals and continuous learning.
* To be a part of a dynamic and vibrant company, which requires competent and adept organizational skills where I can efficiently employ my abilities, enhance my interest and improve myself, and simultaneously be a valuable asset in the accomplishment of company goals and aims.

**Key Skills**

* Young, energetic with 7 **years 9 Months** of varied experience in **Construction Industry.**
* Sound knowledge of Engineering Documentation.
* Motivated and goal driven with a strong work ethics, continuously striving for improvement coupled with excellent Administrative aptitude with an eye for detail and the commitment to offer Documentation work.

**Academic Credentials**

* B.A passed from Veer Kunwar Singh University, Ara, India.
* BLIS (Bachelor of Library Science) passed from VMU, Tamilnadu, India.

**Computer Proficiency**

* DOS Programming
* Basic of “C” Language
* MS Office (2003,2007 & 2013)

**Professional Experience**

**Currently working with Jai Jai Ram Singh Infrastructure Pvt Ltd as a Document Controller from (Feb.-12 to till date.**

**Project : The Camellias, Gurugram, a High Rise Building Project**

**Project Cost :** 1500 Crs.

**Client :** DLF Ltd

**Consultant :** Mace Project and Cost Management India Pvt. Ltd.

**Location :** Delhi/NCR

**Project : The Two Horizon Center, Gurugram, a commercial cum retail** **Building Project**

**Client :** DLF Ltd

**Consultant :** HILL International.

**Location :** Delhi/NCR

**Role and Responsibilities:**

* Developing, maintaining & controlling the Master Document Register (MDR) for all kinds of Incoming/Outgoing correspondence documents & Drawings (GFC/Shop Drawing/As-Built)
* Recording dictations (running hand) and transcribing. Drafting and typing letters, memo, circulars, office order, and minutes of the meetings.
* Proper filing of the documents in correspondence files with file reference and letter number.
* Responsible for maintaining all administrative records for Project Site Office
* Coordination with all construction managers, Engineers, Supervisors and other functional / departmental heads.
* Maintaining hard and soft copies of the Engineering deliverable as per Document Control procedure.
* Monitoring and tracking of documents issued to lead engineers for completing the review within appropriate time frames.
* Developing & maintaining a proper numbering system of all incoming correspondence as per document numbering procedure and controlling the same for track-record.
* Controlling & archiving all GFC/Shop Drawing/As-Built Drawings through both hard paper & electronic version.
* Preparing Document Transmittals for submission to Client’s Representative
* Follow-up with Internal & client concern leads for Meetings (weekly/monthly)

**Hobbies and Interests**

* Learning new things related to construction field.
* Playing Cricket.

**Personal Information**

* Father’s Name **:** Mr. Satendra Kumar Singh
* Date of Birth **:** 11 Nov. 1983
* Sex **:** Male
* Nationality **:** Indian
* Marital Status **:** Married
* Languages Known **:**  Hindi, English
* Permanent Address **: H.No.51,Vill.& PO-Karath,Distt.-Bhojpur,Ara,Bihar.802205**

**Declaration**

I hereby declare that the above written particulars are true to the best of my knowledge and belief I assure to work sincerely and prepared to do hard work duly abiding to organization.

**Date:**

**Place: (Abhishek Kumar)**