

MUHAMMED ASHKAR

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DOB: 18/09/1990

Language Knows: English, Hindi, Malayalam & Tamil



CAREER OBJECTIVE:

To obtain a suitable position in an esteemed organization, where I can utilize my qualification and experience to carry out my duties efficiently and develop a successful career.

WORK EXPERIENCE & RESPONSIBILITIES

- Al Abbar Group, Dubai, UAE
Document Controller 27 November 2012 - 2013
- Pre-Design & Project Control Office Jabal Ali July 2014 - 2017
- Dubai Airport Concourse 4
Design & Project Control Office Jabal Ali Nov 2017- 2020

Roles and Responsibilities.

- ❖ Control & coordinate the flow of documents between design, operations, safety and Quality departments.
- ❖ Assist the Project Manager to ensure smooth operations of daily site administration, human resource and logistics operations.
- ❖ Preservation of documents including drawings, customer supplied references, quotations, approved AS Built drawings, estimations, BOQ of assigned projects and maintain as well as revise it as instructed by Quality management system.
- ❖ Coordinate with sub-contractors and main-contractors in obtaining permissions, passes and equipment's to ensure an uninterrupted and safe flow of work in sites.
- ❖ Ensure all the jobs, documents and all other relevant data are synchronized with main server so that they are accessible without difficulties by authorized persons.

EDUCATIONAL QUALIFICATIONS:

Course	Institution	University / Board	Year Of Passing
B.Com	Sir Syed College, Thaliparamp Kannur	Kannur University, Kannur, Kerala	2011
HSE	Seethi Sahib Higher Secondary School, Kannur	Board of Higher Secondary Education, Kerala	2008
SSLC	Seethi Sahib High School, Thaliparamp Kannur	Board of Public Examinations Kerala	2006

TECHNICAL QUALIFICATION:

- Obtained advanced training in Tally software.

TECHNICAL SKILLS:

- Knowledge in handling document control software Aconex.
- Able to use FTP servers for file transfer between different departments and projects.
- Well versed in Oracle software.

EXTRA CURRICULAR ACTIVITIES:

- Volunteered in National Service Scheme in college.
- Played a role as the chief coordinator of department fest in college.
- Participated in both arts and technical events in college and school.
- Member of Al Abbar Cricket team.
- Served as an executive member of residential association committee.

COMPUTER SKILLS

Packages	: MS Office.
Operating Systems	: Windows98/ XP/Vista/7/8/10
ERP Application	: Oracle
Accounting Software	: Tally

DRIVING LICENSE

Holding valid UAE & Indian Driving Licence

REFERENCES

Shall be provided upon request

DECLARATION:

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.

Date:

Place: Dubai

MUHAMMED ASHKAR