



JOMI. K. ABRAHAM

MOB: +965 - 50280809

Email:jomyk09@gmail.com

Post Applied for: Document Controller/Secretary/Admin/Technical Assistant

Objective:

My objective is to contribute productively towards the achievement of our common goals and to strive to maintain the standard of service provided and involve logic skills and myself actively to prove my professional.

Experience in Kuwait

- 1) Presently working with **M/s. First United Building Construction Co.W.L.L (FUBC)** at Kuwait as **Temporary Site Office Secretary** from 21th July 2022 to till date. (Leave Vacancy)

Responsibilities include but not limited to:

- Receiving Project Documents both hard and soft copies, from the subcontractor & Consultant.
- Updating Letters Log
- Assigning and Distributing Submittals to concerned Engineers by manual and through
- Distributing all incoming correspondence to the concerned persons
- Updating and Filing (soft & hard copy)

- 2) One-months' experience in **M/s. S.S. Real Estate Co.(SSRE)** at Kuwait as **Temporary Site Office Secretary** from 21th June 2022 to 20th July 2022. (Leave Vacancy)

Responsibilities include but not limited to:

- Receiving Project Documents both hard and soft copies, from the contractor & Consultant.
- Updating Letters Log
- Assigning and Distributing Submittals to concerned Engineers by manual and through **AutoPRO WebX Software System**
- Distributing all incoming correspondence to the concerned persons
- Updating and Filing (soft & hard copy)

- 3) Four months' experience in **M/s. Ducting & Servicing Co. K.S.C.C. (Dasco - Marafie Group)** at Kuwait as **Temporary Site Office Secretary** from 01th March 2022 to 20th June 2022.

Responsibilities include but not limited to:

- Prepare Daily Reports & Checklist
- Making Transmittals
- Updating Transmittals & Letters Log
- Submission and follow up with Consultant.
- Updating and Filing (soft & hard copy)

- 4) One-months' experience in **M/s.Pace Architecture Engineering& Planning Consultant** at Kuwait as **Temporary Site Office Document Controller** from 24th January 2022 to 05th March 2022. (Leave Vacancy)

Responsibilities include but not limited to:

- Receiving Project Documents both hard and soft copies, from the contractor
- Updating Daily Transmittals Log
- Updating and Filing (soft & hard copy)
- Assigning and Distributing Submittals to concerned Engineers by manual and through **AutoPRO Software System**
- Distributing all incoming correspondence to the concerned persons

- 5) Nine-months experience in **M/s.Dar Mazen Al Sane Engineering Consultant (DMSEC)** at Kuwait as **Document Controller** from 05th May 2021 to 20th January 2022.

Responsibilities include but not limited to:

- Receiving Project Documents both hard and soft copies, from the contractor
- Updating Daily Transmittals Log
- Updating and Filing (soft & hard copy)
- Distributing all incoming correspondence to the concerned persons

- 6) Three years and four months' experience in **M/s.United Gulf Construction Co.W.L.L (UGCC)** at Kuwait as **Secretary/Document Controller** from 01st December 2017 to 30th April 2021.

Responsibilities include but not limited to:

- Prepare Daily Checklist
- Making Transmittals
- Updating Daily Checklist Log
- Submission and follow up with Consultant.
- Updating and Filing (soft & hard copy)
- Coordinate with site engineers
- All other office routine works
- Distributing all incoming correspondence to the concerned persons

- 7) Seven-months' experience in **M/s.Covenant General Trading & Contracting.Co.W.L.L (CGTC)** at Kuwait as **Secretary** from 01st May 2017 to 30th November 2017.

- 8) Four-months' experience in **M/s.Societe Enterprise Gestion L.T.D (SEG)** at Kuwait as **Site Office Secretary** from 15th December 2016 to 30th April 2017.

- 9) Four Year experience in **M/s.Bader Al Mulla & Bros.Co.W.L.L (BMB)** at Kuwait as **Secretary/Document Controller** from 05th March 2013 to 09th December 2016.

- 10) One Year and Two Months 'in **M/s.Dar Mazen Al Sane Engineering Consultant (DMSEC)** at Kuwait as **Document Controller / Auto CAD Draftsman** from 01st December 2011 to 28th February 2013.
- 11) One Year and Five Months' in **M/s.NSC Trading** at Kuwait as an **Office Secretary** from 01st June 2010 to 30th November 2011.

Experience in India

- 1) **Territory Sales Executive - (Pre-Paid Sales)**
M/s.Idea Cellular Services Ltd -(Aditya Birla Group)
H.O. Kochi. Branch - Kottayam (Dist.), Kerala State, India.
(From April 2008 to June 2009)
- 2) **Accounts PC Operator**
M/s.Focuz (Benz) Automobiles Pvt. Ltd
(India's Largest Spare Parts Retailer)
(Tata Motors Passenger Cars & Commercial Vehicles Authorized Dealer)
R.O. Focuz Towers, Kochi. Branch - Kollam (Dist.), Kerala State, India.
(From August 2002 to July 2003)
- 3) **Spare Parts Business Development Officer**
M/s.MICO BOSCH Automotive Co. (India) Ltd
H.O. Bangalore.
Distributor: M/s. Phoenix Automotive Co.
Authorized Dealer: M/s. K. K. Diesels
Area: Kottayam, Kochi, Thrissur, Palakkad (Dist.) - Kerala Sate, India.
(From August 2003 to December 2003)
- 4) **Territory Sales Officer - (Post-Paid Sales)**
M/s.BPL Mobile Communication Ltd
Authorized Dealer: M/s.Travancore Sales Company
Kottayam (Dist.), Kerala State, India.
(From May 2000 to May 2001)
- 5) **Area Sales Officer**
M/s.Info Search (DB Yellow Pages) Advertising Co. Pvt. Ltd
H.O. Kochi, Branch - Kottayam& Kannur (Dist.), Kerala State, India.
(From June 2001 to July 2002)
- 6) **Insurance Care Consultant Officer**
M/s.Bajaj Allianz Life Insurance Co. Ltd
(ICC Code / License No. 1000223920)
Branch - Changanacherry, Kottayam (Dist.), Kerala State, India.
(From October 2006 to May 2010)

7) Area Sales Officer

M/s.PHS (India) Ltd

(Fmcg & Pharma Division)

H.O. Hyderabad - Andhra Pradesh, Branch - Kochi, Ernakulum, & Idukki (Dist.) Kerala State, India.

(From January 2004 to March 2008)

Professional Qualification:

Course	Name of Institution	Board / University	Year of Passing
Diploma in Building Designing and Animation - (DBA)	G -TEC Computer Education	Registered with Ministry of Education, Singapore	2009 to 2010
AutoCAD, Photo Shop & 3DS Max	G -TEC Computer Education	Registered with Ministry of Education, Singapore	2009 to 2010
Degree	Pioneer College	Kerala University	June-2003 (Course Completed)
Pre-Degree	St. Mary's College	Kerala University	June-2000
10th (S.S.L.C.)	St. Thomas High School	Board of Kerala	March-1998

Technical Qualification:

- **TAS TEC Computer Education** : **MS Office**
(Duration of April 2009 to May 2009)
- **NIIT Computer Education** : **NIIT Swift Jyoti Program**
(Duration of Nov. 2001 to Feb. 2002)
- **BMB Training Centre** : **SAP & HRMS**
(M/s. Al Mulla Engineering Group Kuwait)
- **IDEAL Typing Institute** : **Typing Short Hand**
(Duration of Nov.2009 to Feb.2010)

Personal Profile:

Name : **JOMI. K. ABRAHAM**

Expansion of initials Kollamparampil

Date of birth : 09th October 1980

Permanent Address : Kollampampil House, South Pampady P.O,
Kottayam (Dist.) - 686521, Kerala State, India.

Present Address : Block #04, Street #03, Flat No.03-33
(Abbasiya), Jleeb Al-Shuyoukh, Kuwait.

Mobile No. & Email : + 965 - 50280809, jomyk09@gmail.com

Gender : Male

Marital Status : Married

Cast : Christian

Nationality : Indian

Languages Known : English and Arabic, other Indian languages

KOC Gate Pass No. : **No.239992**, Date of Expiry - 31/12/2016

Covid-19 Vaccine Status : **Fully Vaccinated-(02nd Dose&Booster-1) - Pfizer - BionTech**

Driving License : Valid Indian License No. 1702 - 10/03/2005, Exp.:09.03.2025

Passport Details:

Passport No. : **M 6422543**

Place of Issue : State of Kuwait

Date of Issue : 10/05/2015

Date of Expiry : **09/05/2025**

Residency Details:

Civil ID No. : **280100904874**

Visa Status : **Article# 18 (Transferable)**

Date of Expiry : **21/05/2023**

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

JOMI. K. ABRAHAM