

# CURRICULUM VITAE



**ASHOK KUMAR KONERU**

**Mobile. No: +965 –66977429**

## **Secretary & Document Controller**

Motivated Secretary & Document Controller with over **19 years** of organizational expertise. Exceptional at providing services in the area of operations documentation management including implementation of automated documents for systems generation with an eye to future updates and modifications.

## **Educational Qualifications**

- ✓ Graduate for Bachelor of Business Administration – BBA @ Madurai Kamaraja University – INDIA.

## **Computer & Technical Qualifications**

- ✓ Type Writing Passed in English – “ Higher & Lower ” (Speed 70 words / mnt)
- ✓ Diploma in Computer Application (MS-Windows, MS-Office, Power Point & MS-Excel...Internet Using/E-mail Received & Sending / Scanning....etc.)

## **Summary Skills**

- Experience in document control, document imaging, document archiving, and maintenance of electronic and physical documents
- Excellent command over written and verbal English
- Skilled in reviewing and preparing statistics and reports
- Ability to interact and coordinate with internal and external business partners
- Proficient with Clients & Consultants, SharePoint, ISO, MS Office & File Net
- Strong interpersonal, analytical, and teamwork skills
- Comfortable in Handling Multiple tasks at a time under pressure

## **Certificates of Achievements**

- Training Course Complete – “**PROLOG**” Software under the “**M/s. Ultimate Solutions**” from KUWAIT.

## Professional Work Experience

➤ Total “19” Years’ Experience in the Fields of “Secretary & Document Controller”.

S.No.	Main Contractor	Project Name	Client & Consultant	Designation	Period
1.	M/s. <b>ALBASEL</b> Building Material & Contracting Co.- KUWAIT	KITC Project, Assima Project, NBK Tower, WAH Project, Hmoud Alroudan Villa Project...etc.,	Ahmadiyah, Alghanim, Alargan, First United Company, SEC & Private Villa's & PACE, SSH, Gulf Consultant	Secretary & Document Controller	<b>Feb'2019</b> to Till Date
2.	M/s. <b>ALARGAN</b> National Gen.Trad. Company - KUWAIT	Kidney Hospital	MOH & KEO	Secretary & Document Controller	Dec'2015 to Jan'2019
		Al Sagar Projects	Sagar & OHA	Secretary & Document Controller	Dec'2014 to Nov'2015
		PAMA Tower	MPW & PACE	Secretary & Document Controller	Oct'2011 to Nov'2014
3.	M/s. <b>UGCC Co.,</b> (United Gulf Construction Co.,) - KUWAIT	PAAET University	PAAET & PACE	Secretary & Document Controller	July'2007 to Sep'2011
4.	M/s. <b>Gulf Gate Co.,-</b> KUWAIT	Sahara Complex	Private Owner	Secretary	May'2006 to June'2007
5.	M/s. <b>Rayalaseema -</b> INDIA	Jr. Inter College	Rayalaseema College	Office Admin.,	Apr'2002 to Mar'2006

## Job Roles & Responsibilities

- Project Correspondence and Communication with Head Office, Subcontractors, Client and Consultants.
- Complete Control of Project Submittals, Transmittals & Checklist among various Departments.
- Related all Transmittals & Check List, Submittals updated LOG's.
- Generate all Departments / Site Offices necessary Documentation and ensure all records are kept as per the ISO 9001 Specifications.
- Monitor day to day issues, Procedures and Proceedings as per ISO 9001 / 2000 Specifications.
- Scan, image, index, and organize documents project wise
- Follow process and principles of company's document Lifecycle procedures
- Archive, control, and retrieve records as and when needed
- Keep records of project details, meeting minutes, technical specifications, drawings, etc.
- Classify, sort, and categorize documents in alpha-numerical order
- Control issuance of documents and seek proper approval for the same from senior authorities
- Review completeness, accuracy, and authenticity of documents
- Store and maintain company documents in both electronic and physical forms
- Perform quality check on documents by following document control processes
- Prepared Project Closeout & Record Turnover.

## Personal Profile

**Name** : ASHOK KUMAR KONERU  
**Gender** : Male, **Date of Birth** : 22<sup>nd</sup> August 1975  
**Nationality** : INDIAN, **Passport No.:** P 1092132  
**Visa Status** : Work Permit – Article 18  
**Marital Status** : Married,  
**Languages Known** : Arabic, English, Hindi & Telugu  
**E-mail Address** : [ashok@albasel.com.kw](mailto:ashok@albasel.com.kw) & [albasel.ashok@gmail.com](mailto:albasel.ashok@gmail.com)

### DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place :

Date :

**Signature : Ashok Kumar Koneru**