



ASHOK KUMAR KONERU

SECRETARY &
DOCUMENT
CONTROLLER

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SALMIYA – KUWAIT, Kuwait, 42406,
Kuwait

Birth Date

22-08-1975

Nationality

Indian

Driving License

Kuwait & India

SKILLS

Proven Work Experience As A Secretary Or Administrative Assistant

Familiarity With Office Organization And Optimization Techniques

High Degree Of Multi-Tasking And Time Management Capability

Excellent Written And Verbal Communication Skills

Integrity And Professionalism

Data Organization Skills

PROFILE

Motivated Secretary & Document Controller with over **16 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.

EDUCATION

Bachelor of Business Administration, Madhurai Kamaraja University

Madurai – INDIA | 2012 June – 2015 June

Typewriting (1mnt Speed – 60words) English (Higher & Lower), Technical Board of Education – Andhra Pradesh

Andhra Pradesh – INDIA | 1996 June – 1999 June

EMPLOYMENT HISTORY

Secretary & Document Controller, ALBASEL Building Material & Contracting Co

KUWAIT | 2019 January – Present

- 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.

Knowledge Of Electronic Document Management Systems (EDMS)

Hands-On Experience With MS Office And MS Excel

Familiarity With Project Management

LANGUAGES

English

Hindi

Arabic

Telugu

Secretary & Document Controller , ALARGAN National General Trading Company

Kuwait | 2011 October – 2019 January

- 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.
- 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
- 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.

Secretary & Document Controller, United Gulf Construction Company

Kuwait | 2007 July – 2011 October

- Project Correspondence and Communication with Head Office, Subcontractors, Client and Consultants.
- Related all Transmittals & Check List, Submittals updated LOG’s.
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare ad-hoc reports on projects as needed
- Prepared Project Closeout & Record Turnover.
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Secretary, Gulf Gate General Trading Company

Kuwait | 2006 June – 2007 May

- Answer phone calls and redirect them when necessary
- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- Prepare and disseminate correspondence, memos and forms
- File and update contact information of employees, customers, suppliers and external partners
- Support and facilitate the completion of regular reports
- Develop and maintain a filing system
- Check frequently the levels of office supplies and place appropriate orders
- Make travel arrangements
- Document expenses and hand in reports
- Undertake occasional receptionist duties

Office Administrative, Rayalaseema Junior College

Andhra Pradesh – INDIA | 2002 – 2006 April

- Coordinate and oversee all office activities
- Ensure adherence to relevant company procedures and policies
- Oversee the members of the administrative team and coordinate their activities
- Make travel arrangements for the senior managers
- Handle phone calls and all related correspondence
- Provide assistance with different budgeting and bookkeeping activities
- Keep databases in check and update them regularly
- Control the office supplies state and make sure it is in accordance with office needs
- Supervise cleaning crew and cleanliness of office space
- Create and present reports for senior managers

COURSES

Log's Software Programm, Prolog Software Solutions – KUWAIT

2009 January – 2009 September

HOBBIES

CRICKET, KABADI, CHESS, FOOTBALL, MUSIC & TRAVELLING