



Santosh Kumar

Diploma in Modern Office Management & Secretarial Practice from B.T.E, U.P

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Father's Name:
Mr. Chandrika Prasad

Mother's Name:
Mrs. Pawdhari Devi

Communication Address:
C6, Flat No. 12, LDA, Sulabh Awash Yojna, Hindnagar, Near Parking No. 7, Transport Nagar, Lucknow, U.P. 226012

Permanent Address:
Village – Konhiya,
Post – Shidhawal (Ratanpura)
Dist – Mau, Uttar Pradesh,
Pin Code – 221706

Date of Birth: 01-July-1986

Marital Status: Married

Nationality: Indian

Hobbies:

- Playing Cricket
- Traveling

Languages known:
Hindi, English

Career Objective

I am looking for a challenging position where I could be a productive and contributive member of the team or organization to utilize my **12 years work experience** in the field of Contractor billing and Document Control, System Support, Data Base Management, Work Order Management, HPC Approval, Office Administration and Project Support Services.

I will be most suited for the position of **Sub-Contractor Billing/Lead Document Controller** to manage and coordinate the document control functions and project support services of Document Control Centre in Project Control Department with special attention towards the Quality Management System

Skill Highlights-

- Express Working knowledge in EIP, and CEMA (Construction Enterprises Management – FoxPro based).
- Known Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook.

Works Experience

Present Job: Document Controller- October 2020 to till date

JMC Projects (India) Limited, Oxygen Business Park, Sector 144, Noida, Uttar Pradesh-201304.

Job Responsibilities -

- Receives and issues documents under transmittal, externally and internally according to document distribution matrix.
- Ensures that all engineering documents are well checked and submitted on time prior to the documents submission due date.
- Ensures that all documents have no errors in file names, revisions, submissions, etc. before submitting it to the recipient department/party to avoid confusion;
- Ensures that controlled copies of latest approved documents and drawings are given to the appropriate staff.
- Develops and maintains the projects department document control register.
- Records and files all documentation between the projects department & contractors.
- Allocates document numbers to internally prepared documents and incoming documentation.
- Maintains updated records of all approved documents and drawings in the Document archive and the File Server with easy traceability.
- Maintains the files and control logs as required by the project procedures.
- Prepare Monthly Progress Report & Daily Monitoring Report.

Previous Experience: Technical/Planning Assistant

Larsen & Toubro Limited, Construction (12 Years) July 2008 to July 2020 following projects.

- Dial-100 and Police Bhawan Project, Gomti Nagar Ext., Lucknow, Uttar Pradesh. since Jan-2016 to March-2020.
- The Crest Project, DLF Sector-54, Gurgaon, Haryana, since Sep-2015 to Dec-2015.
- The Grand Arch Project, Sector-56, Gurgaon, Haryana, since July-2010 to Aug-2015.
- ITC Personal Care Unit Project, Manpura, Baddi since April-2009 to June-2010.
- Khalsha Heritage Complex Project, Anandpur Sahib, Ropar, Punjab since July-2008 to Dec-2008.

Job Responsibilities:

- Processing & Preparation of Sub-contractor bills online through EIP-2010.
- Verification of Measurements physically and marking hard copy drawing.
- Work order Management- Maintaining Status of work orders & Committee approvals.
- Preparation of Reconciliations like Client billing vs Sub-contractor billing.
- Preparation / Finalization Rate Analysis.
- Making Comparative Statement.
- Other Misc works like maintaining of proper documentation & updating of all records on daily basis.

Declaration:

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

Date:.....

Place :.....

(Santosh Kumar)