



# JITU PHILIP

## ADMINISTRATION OFFICER

### OBJECTIVE

*A compulsive performer with good communication skills and inherent drive to excel and grow. An extrovert with high leadership qualities and positive attitude towards life; Comprehensive problem-solving abilities, Systematic, Willingness to learn, and a good team player. Experienced and result oriented Secretarial person with proven abilities in developing positive relationship with clients and co-workers. Responsible for Office, HR & Administration jobs. Supports the development and implementation*

### ACADEMIC QUALIFICATIONS

- **Bachelor of Commerce (Human Resource Management / Administration)**  
*Dr. C. V Raman University – Dec' 2016*

### CAREER OBJECTIVE

- *To secure a challenging position where my qualities of a fast learner and the ability to take on new challenges can be used.*
- *To be a part of an organization that gives me opportunities to sharpen my skills and talent to eventually contribute to the overall development of an organization.*

### PROFESSIONAL SUMMARY

- **ADMINISTRATION OFFICER (HR & ADMIN DEPARTMENT)**  
*iBUILD Construction LLC, Dubai, UAE- 01<sup>st</sup> Apr 2022- till date*
- **ADMINISTRATION OFFICER (HR & ADMIN DEPARTMENT)**  
*ASGC Construction LLC, Dubai UAE – 17<sup>th</sup> Jan 2021 to 31<sup>st</sup> Mar 2022*
- **DOCUMENT CONTROLLER (ADMIN DEPARTMENT)**  
*Shapoorji Pallonji Group (International), Dubai, UAE, - 25<sup>th</sup> Jun 2018 to 10<sup>th</sup> Jan 2021*
- **ASSOCIATE / INFORMATION PROCESSING SPECIALIST**  
*Tata Consultancy Services (TCS), Pune, India- 20<sup>th</sup> Aug 2015 to 05<sup>th</sup> Jun 2018*
- **SR. ASSOCIATE / SR. CLAIMS OFFICER (INSURANCE DEPT)**  
*WNS Global Services Pvt Ltd, Pune, India – 13<sup>th</sup> Jan 2013 to 03<sup>rd</sup> Aug 2015*

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philip.jitu9@gmail.com  
Dubai, UAE

### PERSONAL PROFILE

DOB : 04/11/1991  
Gender : Male  
Civil Status : Married  
Nationality : Indian

### LANGUAGES

English | Hindi | Malayalam

### KEY SKILLS

- Administration
- Office Management
- Project Coordination
- Skilled Multi Tasker
- Negotiation
- Auditing
- Project Control
- Effective Communication
- People management
- Change Control Management
- Team Management
- Accounts & Finance
- Reporting
- Documentation Management
- SAP, Oracle, Citrix, PeopleSoft
- Aconex, Inaxis, etc

## EXPERIENCE IN DETAIL

### **INNOVO BUILD UAE (iBUILD Construction LLC) – Administration Officer (HR & Admin Dept)**

**01/04/2022 to till date.**

**Project** : Villanova La Rosa -Phase 3, 4, 5 & 6, Construction of 872 numbers of Townhouses and 4 Pool houses  
**Client** : North Dubailand (Dubai Holdings)  
**Project Value** : AED 617.50 Million

#### **Key Roles & Responsibilities:**

- Assisting in Day-to-Day Activities and Administration Operations e.g., PR, PO's, Invoicing, Fleet & Hospitality Management
- Facilitating Internal and External Audits and closing all audit findings
- Managing/Supervising CCTV, Physical security, Access control, assisting office modification/enhancement and facility management
- Carryout valuation as per company requirement.
- Executes Quality checks on all submittals, ensuring compliance with Project's standards and procedures.
- Assisting other department inquiries and any other clerical duties to meet business objectives.
- Developing and improving the Document Management System.
- Overall office/ site administration processing

### **ASGC Construction LLC – Administration Officer (HR & Admin Dept)**

**17/01/2021 to 31/03/2022**

**Project 1** : Enhancement of Selected Metro stations - DIC, UAE Exchange & DAMAC

**Client** : RTA (ROADS & TRANSPORT AUTHORITY) DUBAI  
**Project Value** : AED 350 Million

#### **Key Roles & Responsibilities:**

- Developing and improving the Document Management System
- Collates & prepares necessary requirements for various Authorities submissions & keeps track of Authorities Submittal Matrix
- Ensures that all Project files are secured and accessible for the hybrid work environment.
- Executes Quality checks on all submittals, ensuring compliance with Project's standards and procedures.
- Collaboratively reviews and recommends improvements to the document control procedure.
- Coordination & control of Engineering & QC documentation.
- Overall office/ site administration processing



**Villanova -Phase 5 & 6**



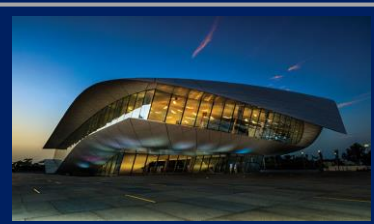
**Villanova -Phase 3 & 4**



**ENH – DIC, UAE Exchange,  
DAMAC**



**Mohamed Bin Rashid Library**



**Etihad Museum**



**The WB™ Abu Dhabi Hotel,  
Curio Collection by Hilton,  
Yas island**



**Town Square Jenna & Warda I  
NSHAMA**



**MBR Dubai Hills Estate  
Business Park**

**Shapoorji Pallonji Group (International LLC) – Document Controller**  
**25/06/2018 to 10/01/2021**

**Project** : *Holds the credit of handling projects for different clients like Warner Bros, Miral Asset Management, MBR Dubai Hills Estate Business Park, NSHMI Nshama TownSquare, EMAAR, DEWA, Etisalat, Nakheel, Ministry of Public Works, etc.*

**Key Roles & Responsibilities:**

- Developing and improving the Document Management System
- Collates & prepares necessary requirements for various Authorities submissions & keeps track of Authorities Submittal Matrix
- Ensures that all Project files are secured and accessible for the hybrid work environment.
- Executes Quality checks on all submittals, ensuring compliance with Project's standards and procedures.
- Collaboratively reviews and recommends improvements to the document control procedure.
- Coordination & control of Engineering & QC documentation.
- Overall office/ site administration processing

**Tata Consultancy Services (TCS) – Associate / Information Processing Specialist**  
**20/08/2015 to 05/06/2018**

**Project** : *Telstra: Broadband Internet, NBN, 5G, TV & Mobile Phone*  
**Client** : *Australian Government client*  
**Project Value** : *N/A*

Reference will be provided upon request.

## DECLARATION

I do hereby acknowledge the above particulars are true and correct to the best of my knowledge

Thank you

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jitu Philip  
Signature

## COMPUTER LITERACY

- MS Office