

# CURRICULUM VITA

## PRINCE VARGHESE

Document Controller/Cost and Planning Assistant

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Status Visa : Visit Visa  
Expiry : 26 Sep 2024



### Personal Summary

A professional Document Controller with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Easy going by nature and able to get along with both work colleagues and senior managers, currently looking for a suitable document controller position.

### Key Skills

- Coordinating
- Document Controlling
- Customer Service
- Workflow management
- Filing
- Document Management
- Process Improvement
- Document Distribution
- Document Imaging
- MS Office Skills

### Work Experience

#### CATERING MANAGER

Date: Dec 2020 till May 2024

AMBROSIA CATERING - THIRUVALLA, INDIA

#### Responsibilities:

- Keeping to budgets and maintaining financial and administrative records
- Enforced timekeeping policies and addressed violations or inconsistencies as per company guidelines.
- Ensuring that health and safety regulations are strictly observed recorded and archived.
- Planning menus in consultation with chef
- Hiring, training, supervising, and motivating permanent and temporary staff
- Monitoring the quality of the product and service provided
- Enforced timekeeping policies and addressed violations or inconsistencies as per company guidelines.

#### DOCUMENT CONTROLLER

Date: Aug 2015 till Dec 2020

NETCITY COMPUTER EDUCATION CENTRE - KAVALAM, INDIA

#### Responsibilities:

- Performed responsibilities of file migration and assisted in auditing. Trained junior employees in
- maintaining, retaining, and retrieving documents. Performed destruction and disaster recovery
- as demanded by the situation and management.

TIME KEEPER AND COST & PLANNING ASSISTANT SK ENGG &

Date: Jan 2015 till June 2015

CONST.LTD, SAUDI ARABIA

Responsibilities:

- Produced regular reports on employee attendance, overtime, and leave balances for management review.
- Addressed and resolved any discrepancies or issues related to timesheets or attendance records.
- Maintained and securely stored attendance records for future reference and auditing purposes.
- Reviews documentation and determines all costs related to facilities maintenance activities.
- Assists with the development of benchmarks to be used in developing relevant organizational standards.
- Plans and develops cost strategies for each Facilities Maintenance project for review and approval
- Reviews completed risk assessments of works to aide in preparing estimates.
- Prepares estimates for each maintenance project, in line with approved strategy.

SUPERVISOR AND OFFICE IN CHARGE

Date: Feb 2014 till Dec 2014

THOMSON FOOD MALL, THIRUVALLA

Responsibilities:

- Supervising the day to day activities of a team of 8 staff.
- Driving operational efficiencies, raising customer service levels & cutting costs.
- Organizing work load, allocating tasks, tasking team daily.
- Managing team and individual performance.
- Ensuring all administrative records are completed accurately.

**Educational Qualifications**

- Pre Degree
- ITC (Diesel Mechanic)
- Diploma in Financial Management and Office Administration

**Personal Details**

Nationality : Indian  
Date Of Birth : 26/05/1980  
Marital Status : Married  
Gender : Male  
Language : English, Hindi & Malayalam  
Passport Number : X2847325

**Declaration**

I hereby declare that the information provided above is true to the best of my knowledge and belief and If I get an opportunity to work under your esteemed organization, I promise that I will perform my duties with the almost sincerity and commitment.

Place : Dubai

PRINCE VARGESE