

SANDEEP V.

4-589, Rajeeva Nagar, 80 Badagabettu, Parkala post, Udupi - 576107

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<https://www.linkedin.com/feed/>

Documentation Assistant with over 4 years' experience in HR and Data Entry Services.

Expertise in:

- Document Lifecycle Management
- Document Retrieval
- Tracking Logs
- Document Template Creation
- Record Management Policies
- Disaster Recovery
- File Migration and Audit
- AutoCAD
- Tally 7
- MS Office and MS Office Variants
- Adobe Acrobat

Skilled in:

- Self-motivation
- Working independently
- Working in a deadline-driven environment
- Staying focused
- Being detail-oriented
- Dependable with sensitive information
- Time management prioritisation
- Multi-tasking
- Troubleshooting user issues
- Internal and external business communication

WORK EXPERIENCE DETAILS

Mar 2013 to Present

Documentation Assistant
Tebma Shipyards

Responsibilities:

- Manage company documents pertaining to hull, piping, structural and electrical drawings of the ship, equipment certificates and equipment manuals.
- Ensure accuracy, quality and protection of all shipyard documents.
- Segregate and arrange equipment manuals and certificates based on supplier details.
- Maintain and protect documents as both hard and soft copy versions in the company server.
- Release drawings to production team based on project schedules; issue certificates to survey engineers.
- Ensure smooth transition of all ship-related documents viz. manuals and certificates to the owners at the time of delivery.
- Maintain Transmittal Register, Master Drawing Register, Certificate Register, Manuals Register, Technical Query Sheets and Non-Conformity Register.
- Upload / Download drawings to and from the DNV and the Indian Register of Shipping for approval of drawings.

Jan 2012 to Nov 2012
HR Recruiter
Creative Networks

Responsibilities:

- Understand job requirement; scan candidate profiles on job sites (Naukri, Shine, TimesJobs).
- Assess candidate profile; screen and shortlist relevant candidates in accordance with the job requirement.
- Contact candidates based on profile selection; fix interview appointments at the consultancy and with client.
- Follow up candidates post-interview to gauge performance levels and build positive rapport.
- Adhere to strict timelines while performing all recruitment process activities.
- Create work status reports for supervisors and higher management levels.

Jul 2011 to Dec 2011
Data Entry Operator –
UIDAI
Karvy Data Management

Responsibilities:

- Receive applications for UIDAI enrolment.
- Liaise with applicants to capture demographic and biometric data.
- Verify supporting documents such as Proof of Residence, Identity and Birth for each applicant.
- Enter applicant's data into the online application for further processing.
- Resolve doubts, questions and concerns faced by applicants to the best of their satisfaction.

ACADEMIC CHART

- Diploma in Information Technology from Manipal Institute of Computer Education. 2012
- Bachelor's Degree in Business Management from Mangalore University. 2011
- Grade 12 specialisation in Commerce from Manipal Pre University College. 2008
- Grade 10 from Manipal Junior College. 2005

Extracurricular Excellences

- Represented the college and Mangalore University in National-Level Football Tournament.
 - Represented Udupi district in U-16 State-Level Football Tournament.
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PERSONAL DETAILS

Full Name : Sandeep.V
Date Of Birth : 26-09-1989
Nationality : Indian
Marital Status : Single
Languages Known : English, Hindi, Kannada & Tulu

DECLARATION

I here by declare that the details stated above are authentic to the best of my knowledge, and shall provide the originals for the same.

Thank you.

Date :

Sandeep.V

Place : Manipal