

CURRICULAM VITAE

PERSONAL INFORMATION

NAME	Shah Chirayu Fakirchand	ID # 15791
POSITION IN THE COMPANY	Document Controller	
NATIONALITY	Indian	
GENDER	Male	
DATE OF BIRTH	13 th August' 1976	
MARITAL STATUS	Married	
TELEPHONE / MOBILE	+965-65070749	
EMAIL	Chirayu1976@yahoo.com	

EDUCATIONAL QUALIFICATIONS

DEGREE/ DIPLOMA	FIELD OF SPECIALISATION	YEAR OF PASSING	UNIVERSITY / BOARD/ INSTITUTION	LOCATION
BCA	Information Technology	1999	Indira Gandhi National Open University	Vadodara

PROFESSIONAL CERTIFICATIONS

- Diploma in Computer Application (DCA).
- Specialized Hardware & Networking Courses.
- Undergone training of Linux Administrator on Red Hat Linux & Suse Linux from Jetking, Vadodara during the year June-2006

MEMBERSHIP IN PROFESSIONAL INSTITUTIONS / ORGANIZATION

DATA MANAGEMENT SOFTWARES

- Oracle Aconex
- Arcmate

TOTAL EXPERIENCE

TOTAL YEARS OF WORK EXPERIENCE	20 Years
OVERSEAS COUNTRIES WORKED	12 Years

SOFTWARES FAMILIAR WITH

Programming: Dbase-IV, FoxPro and "C" Programming.

Animation, Graphics Software & Web Designing: HTML, CSS, FRONT PAGE, Animation & Graphics in Flash, Photo editing in Corel Draw, Photoshop, Photo Paint etc.

Operating System & MS Office: Microsoft Windows & Microsoft Office

LANGUAGES KNOWN	SPEAK	READ	WRITE
English	✓	✓	✓
Hindi	✓	✓	✓
Gujarati	✓	✓	✓
Arabic	✓	-	-

DRIVING LICENCES

Not Available

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SUMMARY OF PROFESSIONAL EXPERIENCE

Versatile experience of different fields of Computer.

- 2 Years – Secretarial work (Data maintaining and Processing).
- 6 Years – Installation & Troubleshooting problems with Hardware, Software, and Network
- 3 Years – Provided Training Software & Hardware Training in some of esteemed institutes.
- 2 Years – Provided Training in Industrial & Corporate Sectors to Employees.
- 10 Years – Document Controlling.

EMPLOYMENT HISTORY (List experience chronologically from recent to old)

Company Name	Position	Duration	Location
Alghanim International	Document Controller	2 ½ Years	Kuwait

Duties & Responsibilities

- Maintaining and update electronic information of Transmittals Incoming & outgoing Correspondences in LOG.
- Maintaining and update Incoming & Outgoing Letters Logs.
- Preparation and Submission of Transmittals for Consultant on daily basis.
- Preparation of Transmittals for Ministry Purposes.
- Distribution of Approved drawings to Concerned Engineers on daily basis.
- Emailing Incoming & Outgoing Transmittals & Sketches Information to all concerned engineers.
- Preparing Weekly Reports.
- Assisting engineers & Managers in day to day activities and providing them required documents / records.
- Excellent Microsoft Office skills and applying in day to day work to make task easier and faster.

Company Name	Position	Duration	Location
HEISCO, Kuwait	Document Controller	7 Years	JO, Wafra

Duties & Responsibilities

- Worked with HEISCO - Kuwait, a company dealing with manpower supply. On behalf of Heisco I worked at Joint Operation, Head Office, and WAFRA as a Document Controller.
- Assisting Contract Engineers in preparing Tender packages, coordinating PTM and all pre & post tender related activities.
- Maintaining and update electronic information of Incoming & outgoing correspondences for all Contractor under MMD.
- Draft Internal memos & Contractor letters regularly
- Assisting to Engineers by providing required documentation / records.
- Dispatching divisional correspondences (JO-Memos & Contractor letters) on regular basis.

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- Create materials report, Deferred Oil report, Contractor Performance evaluation report & Service request on regular basis.
- Maintain & update information of Manpower for all MMD Contractors regularly.
- Maintaining & updating MMD Dashboard.
- Excellent Microsoft Office skills and applying in day to day work to make task easier.

Company Name	Position	Duration	Location
Kremenco, Kuwait	Technical Assistant	2 Years	JO, Wafra

Duties & Responsibilities

- Responsible for providing assistance and to carryout daily secretarial activities.
- Providing High Level Administrative Support to Manager.
- Drafting correspondence & logging Incoming & Outgoing Mails.
- Excellent Microsoft Office skills and applying in day to day work to make task easier.

Company Name	Position	Duration	Location
Navrachana International School, Vadodara	Computer In charge	2 Years	Vadodara, India

Duties & Responsibilities

I have worked for NAVRACHANA INTERNATIONAL SCHOOL, Vasna Road, Vadodara. At Navrachana International School as a System In charge / Computer Teacher and to provide supports to solve day to day problems related to computer like Hardware, Software and Network. Responsible for maintaining daily classes, designing & updating computer books for the school students.

Company Name	Position	Duration	Location
Navrachana School, Sama, Vadodara	System / Network Engineer	4 Years	Vadodara, India

Duties & Responsibilities

NAVRACHANA SCHOOL, SAMA ROAD, Vadodara. Where I work as a System Engineer and responsible for providing support to school employees and to maintain Hardware, Software, Printer and Network problems. Maintaining the Server Windows 2000 and nearly 125 computers in LAN.

Company Name	Position	Duration	Location
Corporate Trainer (Part Time), Vadodara	Vijay Computer Academy	2 Years	Vadodara, India

Duties & Responsibilities

Responsible for training the officers in Corporate like IOCL, IPCL, and NOVINO at Baroda. And PBM Polytex at Petlad. I was responsible for Training the staff of Company. Training involved Basics of Computer, Internet, Animations, Graphics, Web Designing.

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Company Name	Position	Duration	Location
Junior Hardware Engineer, Vadodara	21 st Century Computer	2 Years	Vadodara, India
<u>Duties & Responsibilities</u> As a Junior Hardware Engineer I was responsible for providing the services to the customer in various esteemed companies and organization maintaining service center and giving customer support in Hardware, Software and Network related in various esteemed companies and to service center also.			
Company Name	Position	Duration	Location
KBST, Vadodara	Administrator cum Trainer	2 Years	Vadodara, India
<u>Duties & Responsibilities</u> Responsible for giving basic as well as advanced training to the school and college students like Basics, Internet, Corel draw, Photoshop, Oracle, Animations & Graphics, Web designing and more. I was also responsible for maintaining & to provide them support to solve day to day problems related to computers.			
Company Name	Position	Duration	Location
Havmor Restaurant Pvt Ltd, Vadodara	Computer In charge	1 Years	Vadodara, India
<u>Duties & Responsibilities</u> Responsible for carrying out work on billing, office work and maintaining data, and reporting the status related to computer. Secondary duty was to maintain & to provide them support to solve day to day problems related to computers.			
REFERENCES : References are available Upon Request			
<i>Reference</i>	<i>Company/ Relation</i>	<i>Phone No.</i>	<i>Email Address</i>
<i>Kolappan Pillai</i>	<i>Schlumberger</i>	<i>66405136</i>	<i>-</i>
<i>Madhvan Pillai</i>	<i>Woods</i>	<i>66933172</i>	<i>-</i>