

SITE SECRETARY / DOCUMENT CONTROLLER.

RAGHU YAGGAPPA



Qualifications

2nd PUC-Commerce
(B,com Incomplete)

Key Attributes

A well know & technical documentation with over 7.2 years' experience in construction managed all aspects of developments in various cities across Bangalore India.

Excellent

Communication skills and having pure hands on approach to construction, User support / vendor negotiation.

Expertise

Project Management
Construction Management
Value Engineering
Residential Buildings
Commercial Buildings

Industrial Buildings

- Maintain Documents
- Create templates for future use.

Role.

Represents the client's interest. Develops strategy for delivery of the projects from concept to completion stage. Ensures effective communication between clients and project team members.

Responsibilities.

- Controlling the numbering, filing, sorting and retrieval of electronically stored or hard copy documentation produced by technical teams, projects or departments in a timely, accurate and efficient manner.
- Organize & Archive Documents & Copy scan & store documents.
- Check for accuracy and edit files, like contracts.
- Review and update technical documents (e.g. manuals and workflows).
- Distribute project-related copies to internal teams.
- File documents in physical and digital records.
(Drawing List , Bills Tracking, MOM(Munities Of Meeting) , WPR (Weekly Progress Meeting),MAR,NCR,SD ,RFI,IR Updating)
- Create templates for future use documents & Maintain.
- Retrieve files as requested by employees and clients.
- Manage the flow of documentation within the organization.
- Maintain confidentiality around sensitive information and terms of agreement.
- Prepare ad-hoc reports on projects as needed.
- Responsible for chairing monthly client meetings.
- To vet development strategies and ensure compliance by project teams.
- Fulfil Document Retrieval Requests.

Experience.

From 2019 August to present, as a **Site Secretary / Document Controller** in **Synergy Property development Services Pvt Ltd, Embassy Lubimaya Extension**

From 2018 March to July 2019 as a **Site Secretary / Document Controller** in **Synergy Property development Services Pvt Ltd, Embassy Boulevard Bengaluru.**

From March 2018 to April 2018 as a **Site Secretary / Document Controller** in **Synergy Property Development Services Pvt Ltd, Embassy Spring Bangalore.**

From 2014 to 2018 as an **Office Assistant, Document Controller & Site Secretary** in **Synergy Property Development Services Pvt Ltd, Ozone Urbana Serene-1 Bangalore.**

From 2013 to 2018 as an **Office Assistant, Document Controller & Site Secretary** in **Synergy Property Development Services Pvt Ltd, Ozone Urbana Aqua-1 Bangalore.**
