**Salman**

 **Email id:** salman.150503@2freemail.com

**CAREER OBJECTIVE**

**Seeking a challenging and rewarding position in a progressive organization commensurate with my qualification and experience that will encourage me to give the best of my abilities that will utilize my knowledge, skills, and abilities to provide high quality service to employers.**

**I have the ability to be committed to my job, meeting deadlines and achieving good result, with strong PR skills and**

**Capable to relate myself at all levels.**

**EDUCATIONAL INFO**

**Academic Education :**

Bachelor of Business Administration - Bharathiyar University 2012-2015

Plus two(Commerce)**-** CBSE, 2008-2010

S.S.L.C**-** CBSE, March 2008

**PROFESSIONAL WORK EXPERIENCE**

❖ **Organization : ADITYA HONDA CALICUT**

**:** From Sep2015 – Sep 2016

**Designation : Document Controller**

*Roles & Responsibilities:*

1. Control all aspects of project documentation on multiple simultaneous projects, utilizing various control methods/systems.
2. Prepare, operate and update Document Control Procedures in line with the Company’s Document Management System.
3. Ensure proper document control support is given to each project.
4. Produce and maintain Document Progress Reports to Project Managers.
5. Ensure all documentation provided is as per Client quality formatting requirements. Formatting may include correcting templates, fonts and style, pagination and numbering and other activities that may be required to achieve a client’s documentation requirements.
6. Create Document Control and correspondence folders for individual projects.
7. Work in strict co-operation with the Project Manager to ensure project progress status integration.
8. Ensure all templates used with the department conform to the Company standard

**PERSONAL INFO**

Gender : Male

Date of Birth: 09-01-1993

Nationality : Indian

Civil Status : Single

Visa Status : Visit Visa

**ADDITIONAL INFO**

 **HOBBIES**

 Playing Cricket, Playing mobile games Browsing Internet

 **PERSONAL TRAITS**

 ✓ Exceptional presentation and interpersonal skills.

 ✓ Able to handle the pressure situations.

 ✓ Able to work individual as well as in group.

 ✓ Excellent communication skills in written and verbal both

 **LANGUAGE PROFICIENCY**

 English, Hindi, Malayalam

**DECLARATION**

I hereby declare that above mentioned details are correct and complete and best of my knowledge.