**OBJECTIVE**

I see myself as an energetic and self –motivating person who believes in maintaining a high degree of dedication and commitment in all the duties engaged. And I whis to be a significant partner of the community.

I am hardworking person and I do complete tasks that are allocated to me in timely and accurate manner.

**PROFESSIONAL EXPERIENCE**

**Corporate Exposure in Qatar:**

###### 17TH January 2013 – 8th August 2015 Gulf Warehousing Company (Agility)

**Position Hold: Document Controller**

*Type of work*

Scanning Project handling for below major customers

* IBQ Scanning Project (One Year)
* Astad Consultant Scanning Project (Six Month)
* Al Ahli Bank Scanning Project (Daily Basis)
* Al Mirqab Group of Companies (ongoing)
* Account handling for three major customers (MASHREQ BANK, AL KHALIJI and CBQ) and controlling their all type of documents.
* Scheduling collection dates according to the customer requests and communicating accordingly.
* Updating my team on the scheduled collections and organizing the collection transportations.
* Guiding the data entry team on recording the document descriptions accurately.
* Quality Assurance of all the data entered spreadsheets which contains collected document information and sharing the details with the customer.
* Maintaining a record system of customers private and confidential document details.
* Ensure to update the record management system (O’Neil Software) with all the data for collected documents.
* Retrieving all the documents according to the customer retrieval requests from all branches and providing scan copies as well as original files within the given deadline.
* Training new agents on the job.
* Ensure that my team is fully utilized on operations.
* Lead my team with giving subject knowledge as per customer process changes gradually.
* Ensure to guide the inventory team once in every 03 months on auditing the collected boxes to make sure all the documents are placed in the dedicated locations.
* Ensure to prepare the daily & Weekly production reports and share with the higher management as well as with the clients.
* Ensure to prepare the monthly job file (Invoice) on all the transactions held for my clients and proceed with the finance department for invoicing.
* Communicating with the customers (Over the phone & Email) on their day to day transactions and for all the clarifications related to record management services.
* Ensure to destruct the customer confidential data on customer requests with high protection.

###### 23rd January 2010 – 8th December 2012 MTHojgaard Company (Oluvil Fishing Harbor Project)

###### Position Hold: Document Controller

Duties & Responsibilities for record keeping

* Maintaining the monthly and annual report for the following department.
* Logistic Department
* Marine Department
* Piyangala Quarry
* Dredging Division
* Updating all type of crack surveyor reports according to the site progress.
* Maintaining purchasing department records – Details are as follows
* Material request details
* Purchasing order details
* Receiving item details
* Pending item details
* International purchasing details
* Maintain records of all the vehicle meter reading and fuel issuing.
* Maintaining all type of records regarding subcontractor.
* Maintaining the project progress details with photograph on a daily manner.

**SECONDARY QUALIFICATIONS**

* Successfully Completed Diploma in Microsoft Office on 2012 in British Informatics of computer technology, Sri Lanka.
* Successfully Completed Diploma in English on 2010 in British Informatics of computer technology, Sri Lanka.
* Successfully Completed Diploma in Business Accounting in IABM.

**EXTRA CURRICULAR ACTIVITIES**

* Successfully Completed in FIRE WARDEN Training in Venture Gulf Training Centre ,Qatar

**KEY SKILLS**

* Ability to analyse and deliver timely reliable service.
* Computer literacy and excellent communication skill
* Fluent in English.
* Flexibility on working any kind of duties.
* Open minded, pro active.

**PERSONAL DETAILS**

* Date of Birth - 28TH June 1989 (Age 26)
* Status - Single



**Gulfjobseeker.com CV No:** **1513698**