

**CAREER OBJECTIVES:**

Seeking business to occupy a challenging position with the opportunities enhancing my skills, searching for social field hoping to gain more experience in all fields of life.

Dealing with, different levels of people, and different cultures.

I’m looking for long-term career growth, to gain experience that will add value to my Career by working in a multinational environment with diverse cultures for gaining new Relations and be able to work in a team work.

**EXPERIENCE LEVEL:**

7 years of experience in Document Control, Administration Support, Management and Coordinating. Skilled, qualified and professional administrator with proven track record of maintaining documents as per the established procedures and guidelines of the organization.

# Amjad

# [Amjad.323402@2freemail.com](mailto:Amjad.323402@2freemail.com)

**SUMMARY OF QUALIFICATIONS:**

* In depth knowledge of banking and business administration
* Strong knowledge of computer and all the office applications
* Effective planning and organizational skills
* Creative, able to offer innovative and practical solutions
* Able to direct and lead others to produce desired results
* An experienced team player, bringing energy into group efforts
* Proven ability to work effectively in a multi-cultural environment
* Good command of two languages (English and Arabic)

**WORK EXPERIENCE:**

* Dar Al-Handasah (Shair& Partners) PMC / ADNOC ;

Position : Document Controller-Coordinator/Secretary/Receptionist.

* + To maintains and manages all important documents either for a particular project or whole organization and assures that it is easily accessible and stored.
  + Ensure the maintenance of day-to-day filling and retrieval operations at the Document Control Center and all documents are filed in safe custody and making records easy and fast for retrieval by computerized system as and when required.
  + Develop and maintains procedures for computerized records management systems including projects filing index, internal document distribution matrix, document preservation standards, retention schedules and inactive document inventory and disposal, etc.
  + Review reference documents, arrangements, specifications, standards, various reports and codes of practice, converts such documents to scanned images, stores in NETWORK/CDROM and prepares an index for easy retrieval.
  + Ensure disposal of documents which are declared to be no longer operationally required by the CLIENT, arranging disposal of such records in accordance with approved procedures and in coordination with RMS.
  + Carry – out other similar or related duties as assigned.
  + Following the EDMS (Electronic Data Management System) for each Project.
* DeVo Project Management, Abu Dhabi, UAE

Position : Office Administrator.

* CH2M HILL VECO Engineering – Abu Dhabi Position : Document Controller / Administration Support

Projects invollvedin :

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| oYanbu, Madinah, KSA. | oAsab Unit 6 &7. |
| oBurooj. | oChemaWeyaat. |
| oRumaila Oil Field, Iraq. | oEPC for Qusawirah Phase II, ADCO Office. |

* Office of Sheikh Khalifa Bin Hamdan Al Nahian – ABU DHABI - UAE

Position : Administrative Clerk - Document control /Administration Support.

* Ministry of Economy - Abu Dhabi, UAE

Position : Data entry & Customer service.

* Abu Dhabi Islamic Bank - ADIB, ABU DHABI - UAE

Position : Customer Services – Help desk.

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| **COURSES:** |  |
| ILETS  | Excel 2007, 2013 |
| PowerPoint 2007  | Microsoft SharePoint 2010 |
| Outlook 2007, 2013  | MS Visio 2013 |
| Access 2007  | Adobe PDF Professional |
| Microsoft office 2013   **COMPUTER SKILLS:** | MS Windows 7 |

* ICDL Certificate MS Office (Word & Excel)
* Wrench (EDMS) Internet & E-mailing
* Operating system Windows 95, 98 & XP Excellent touch in typing (English & Arabic)

**PERSONAL TRAITS:**

* Highly motivated, goal oriented, ambitious
* Having a sense of responsibility, reliable, honest
* Energetic, exemplary ability to work under pressure
* Proven capability to manage multiple tasks simultaneously
* Excellent communication skills, strong customer service focus
* Team work oriented, having excellent management and people skills

**EDUCATIONAL BACKGROUND:**

**Emirates Institute For Banking And Financial Studies, Abu Dhabi - UAE** Graduated in May. 2010.

**Islamic Banking Diploma**, Accumulative Average is 73.74% (Good).

**Graduation project**

Practical Training in Banks & Research Project – Very Good

**Al-Mutanabi Secondary School, Abu Dhabi - UAE**  Literary 82.4 % (Good Graduated in July 2008).

**PERSONAL PROFILE:**

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| **Date of Birth** : 30/08/1988 | **Marital Status** : Married |
| **Place of Birth** : Abu Dhabi, UAE | **Visa Status** : Resident visa, Transferable |
| **Nationality** : Palestinian | **Driving License** : UAE |
| **Religion** : Muslim |  |

**REFERENCES:**

**Available upon request**

**COURSES & TRAINING**

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| **TRAINING DESC** |
| Adding Graphics to Presentations in PowerPoint 2007 |
| Advanced Customization in Excel 2007 |
| Advanced Data Management in Excel 2007 |
| Advanced Document Navigation in Word 2007 |
| Advanced Formatting in Excel 2007 |
| Advanced Formatting in Word 2007 |
| Analyzing Data in Excel 2007 |
| Basic Access 2007 Forms |
| Basic Access 2007 Tables |
| Business Conduct Policy Quiz |
| Business Conduct Policy Quiz |
| Creating and Managing Personal Sites and Searches in SharePoint 2007 |
| Creating Custom Slide Shows in PowerPoint 2007 |
| Email Security |
| Ergonomics Awareness |
| Excel 2007 Charts, Pictures, Themes, and Styles |
| Excel 2007 Formulas and Functions |
| Exchanging Data with Excel 2007 |
| Formatting and Managing E-mail in Outlook 2007 |
| Getting Started with Access 2007 |
| Getting Started with Excel 2007 |
| Getting Started with Outlook 2007 |
| Getting Started with SharePoint 2010 |
| Getting Started with Windows 7 |
| Getting Started with Word 2007 |
| Hazard Communication |
| HSE Employee Commitment Statement |
| Managing SharePoint 2010 Pages and Components |
| Managing SharePoint 2010 Sites, Lists, and Libraries |
| Manipulating and Formatting Data and Worksheets |
| Manual Lifting |
| Mobile Security |
| New Employee Safety Orientation |
| Password Security |
| Printing, Help, and Automated Formatting in Word 2007 |
| Queries and Reports in Access 2007 |
| Reviewing and Printing in Excel 2007 |
| Safe Behavior Observation Training |
| SharePoint 2010 New Features for End Users |
| Structuring & Editing Documents in Word 2007 |
| Using Tables, Charts, and Graphics in Word 2007 |
| Working with Documents in Word 2007 |
| Working with SharePoint, Calendars, & Forms in Outlook 2007 |
| Working with SharePoint, Calendars, and Forms in Outlook 2007 |
| Working with Text and Paragraphs in Word 2007 |