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| Mohammed  [Mohammed.328609@2freemail.com](mailto:Mohammed.328609@2freemail.com)  **Career Objective** |

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To seek a professional job opportunity with a reputed organization where in my ability and education will be utilized to the maximum level contributing to the success of the organization and

**Technical Skills**

* Operating System: MS Dos, Windows 98/2000/XP/Win7/Win8.
* Software Application: Ms-Office
* DCS ENGINEERING & MAINTENANCE
* PROSAFE RS PLC AND STARDOM & FAST/TOOLS

**Strengths**

* Self-motivated and efficient individual who works very well even under
* Able to work effectively.
* Friendly approach, patience, Quick learner.

**Professional Experience**

MARSH CONSULTANCY SERVICES INDIA PVT LTD– Hyderabad, India (Feb 2013 to April 2016)

Document Controller

*Key Responsibilities.*

* Control all aspects of project documentation on multiple simultaneous projects, utilizing various control methods/systems.
* Prepare, operate and update Document Control Procedures in line with the Company’s Document Management System
* Ensure proper document control support is given to each project.
* Produce and maintain Document Progress Reports to Project Managers.
* 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.
* Create Document Control and correspondence folders for individual projects.
* Work in strict co-operation with the Project Manager to ensure project progress status integration.

**Academic Qualification**

* B.TECH (Electronics & Communication Engineer) from VIF Engineering of Technology, Hyderabad, Jawaharlal Nehru Technology University. 2012
* INTERMEDIATE (MPC) from Narayana Junior College, Hyderabad. 2007

**Personal Particulars**

Age : 29

Nationality: Indian

Marital Status: Unmarried

Languages Known: English, Hindi and Urdu

Visa Status: Visit Visa (valid till 20/01/2017)