**curriculum vitae**

**Hassan Ali – CV No. 1992966**

**OBJECTIVES**

I am looking for a challenging position where I could be a productive and contributive member of the team or organization to utilize my work experience in the field of Document Control, Data Entry Operator & Admin Support Services.

**Personal Data:**

**Father Name** : Zubair Ahmad

**Date of Birth** : 02-June-1992

**Religion** : Islam

**Marital Status** : Single

**Passport Expiry** : 22-OCT-2018

**Visa Status** : Employment visa

**Interest** : Internet surfing, Book reading.

**Languages** : English, Urdu, Punjabi and Hindi

**Qualification** : Metric (10)  
 CIT Program Course From COMSIT Group of Colleges

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**SKILLS/COMPETENCIES:**

* Excellent command over written and verbal English.
* Skilled in reviewing and preparing statistics and reports.
* Ability to interact and coordinate with internal and external business partners.
* Proficient with FTP clients, SharePoint, ISO, MS Office, and FileNet.
* Strong interpersonal, analytical, and teamwork skills.
* Knowledge in use of spreadsheets, database, word processing and selected job specific software.
* Ability to keep clear and accurate records and reports.
* Ability to use computer and rapidly input data and retrieve records and information.
* Ability to organize work load and to manage a filing methods and management techniques
* Good Communication skills

***Computer Skills:***

* MS Word
* Advanced MS Excel
* Outlook
* Access
* Typing skills - 65wpm
* Excellent spelling and grammar skills
* Data base management
* Introduction to IT
* Instant Artist
* Internet Technology
* Computer Hardware

***Work Experience:***

**DOCUMENT CONTROLLER**

**Company:** LLC

**Project:** Midfield Terminal Project Abu Dhabi International Airport

April, 2014 – Present

**Job Responsibility:**

* Full control on document management system for incoming and outgoing of any documents.
* Performs the necessary filing.
* Assists in documentation control.
* Performs all computer operation/encoding as instructed by my immediate superior.
* Assist in preparing and managing documentation internally/by subcontractor.
* Ensure accessibility, traceability and accuracy of documents.
* Control workflows management and documents distribution.
* Maintain and update status of document and transmittals for accurate report posted in server from time to time.
* Maintain the documents under safe custody without any damage or deterioration with easy traceability.
* Maintain the files and control logs as required by the project.
* Tracking the pending documents through weekly progress reports.
* Ensuring sequential numbering system in each and every outgoing report.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Generate the various document control reports as required.
* Ensures proper document classification, sorting, filing and proper archiving.
* Assisting Technical Manager/Sustainability Engineer on preparation of weekly/monthly report.
* Notifying the involved party for taking appropriate action on the pending documents.

**REFERENCE** – Available on request.

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| **Hassan Ali – CV No. 1992966**  To arrange interview with me, please send your company name, vacancy and salary details to my HR Consultant [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com) Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |