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| **Ahamed** | | |
| Document Controller |  |  |
| [Ahamed.335551@2freemail.com](mailto:Ahamed.335551@2freemail.com) |  |  |

# Objective

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

# Major Skills

# Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

# Systems Analysis - Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

# Time Management - Managing one's own time and the time of others.

# Coordination - Adjusting actions in relation to others' actions.

# Education

*May 2002 - May 2004*

## TREC STEP

My college experience comprised learning, hard work, stress, and fun.

***Trichy***

**Computer Hardware Technology**

I learned more about life and about myself outside the classroom than I learned in the classroom. I did First Class Grade in this Course.

# Work Experience

*OCTOBER 2014 - OCTOBER 2015*

## AL MANA LEASING. L.L.C

***Doha - Qatar***

**Admin/ Document Clerk**

Creates reports for the sales force regarding market conditions, sales results, and team earnings. Provides customer service regarding products and services.

Performs administrative duties for the sales team.

Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision.

*MARCH 2012 - AUGUST 2014* ***Doha - Qatar***

## QATAR ENGINEER & ASSOCIATES (QEA) Document Controller

Maintaining a tracking facility to enable documents to be updated easily.

Receiving drawings and document revisions from Home Office, replace the superseded revisions by new ones and keep the superseded documents accessible for information.

Responsible for maintaining hard copy information. Checking dispatch documents are accurate.

Presentation and filing of documents and drawings.

Detailed verification of Database to arrange necessary documents for relevant scope of works

Receiving and sending to all disciplines Design Changes and Technical Queries related Documentation. Creating transmittals and issue Client and subcontractors.

Receiving and checking all incoming correspondence and transmittal of drawing documents. Maintaining and updating the database and also manual filings.

Responsible for receiving, circulating and recording all incoming and outgoing faxes, emails and hand deliveries. Ensuring sequential numbering system in each and every outgoing correspondence.

Ensuring quality formats being used adequately for correspondences, submittals, transmittals to clients, consultants, subcontractors and within divisions and departments.

Provide copies of the latest revision to Discipline groups and Subcontractors as required by distribution schedule as fast as possible

Ensure all correspondences reach proper department.

*May 2009 - Jan 2012*

## GULF SUPPLIES & COMMERCIAL SERVICES (GSCS)

Coordinating with Accounts Department in preparation of Construction progress Invoice.

***Doha - Qatar***

**Secretary**

Issuing Material requisition/purchase request and follow up with Purchase department for timely delivery of the item to construction site.

Maintaining the Filing System and retrieving the documents.

Send and receiving of E-mail from Vendor’s and collect all information forwarded to Department Manager

*June 2006 - May 2007*

## VEGA PEARLS & ELECTRONICS. L.L.C

Conducting Market Surveys

Meeting the goals, target and objectives set by the company.

***Dubai***

**Sales Executive**

Analyzing the marketing objectives and determining the prospective customer sectors for the products. ❑ Improving relationship with the customers of the company.

Influencing the customer with a view to improve our target and achievement. Maintaining the customer complaints and trying to rectify it in the future.

Preparing Reports to Head of Department once in a week. Contribute to the overall growth of the company

# Language Skills

English. Expert Level Tamil. Native Language Malayalam. Speak Only

# Administrative/ Document Controller

Excellent Communication & Interpersonal Skills.

Expedited administration routines and ensure the filing systems are more efficient.

Extensively skilled in areas such as data retrieval, consolidation, summarization, presentation. Extensive writing skills with good email etiquettes.

Positive Attitude.

# Personal Information

* Nationality : Indian
* Attributes : Fast learner, Hardworking, Easily approachable
* D.O.B. : 05-01-1984
* D.O.I : 23-03-2016
* D.O.E : 22-03-2026
* Marital Status : Married