***Applied for the Position of: "Document Controller cum Purchasing Assistant”***

***CURRICULUM VITAE***

***MOHAMED***

[***MOHAMED.346951@2freemail.com***](mailto:MOHAMED.346951@2freemail.com)

***Objective****:*

*To be associated with a progressive organization and upgrade myself and the organization to the highest level of proficiency. To be part of team that dynamically works towards growth of organization using analytical and technical skills.*

***STRENGTH***

* *Motivation to take independent responsibility as well as to contribute and be a*

*Productive team member or a leader.*

* *Good communication skills, interpersonal&leadership and adaptable to any working Environment.*
* *Hard working and quick learner.*

***Educational Qualification***

* *Passed* ***Bachelor of Commerce*** *from The****Heramba Chandra College,*** *Kolkata*

*(Under Calcutta University, India)*

***Technical Qualification***

* *Having a good knowledge in software’s: windows 98, Me, XP, Vista and Dell application.*
* *Advanced diploma in Computer Applications (ADCA) from (BA), KOLKATA.*
* *Proficient in MS Office, Windows/ XP and Internet.*

*Presently Working with* ***ADNAN CONTRACTING LLC.*** *in Dubai,“****Document Controller cum Purchasing Assistant”****from 1ST February 2017.*

***Total Working experience: 5years (InIndia)***

*Worked with* ***AVONCONSTRUCTION CO.PVT****inKolkata, India as a “****Site Administrator cum Document Controller”*** *from 22nd Dec 2012 to 14thJune 2014.*

***Job responsibilities****.*

* *Liaise with the project team members for preparation of all technical submissions. Ensure*

*All submissions are submitted in timely manner, appropriate a4provals / rejections are obtained and formally recorded and that changes and revisions are managed as part of document control process.*

* *Keep track of all document correspondences and transactions by maintaining and updating log books, file indexes for easy reference.*
* *Control issue and receipt of all documents and manage the archival activities.*
* *Preparing& disbursement of Payroll to all labours &staff.*
* *To maintain office premises and supervise office stocks required for the daily functioning of the office and replenish them as and when necessary.*

***Key Skills***

* *Proficient with Document Management/Controlling,Documentation via Documentum E-Room, MOSS & FTPs*
* *Preparing WPR / MPR and Other Reports*
* *Document Distribution to Engineers & Clients Documents Uploading / Downloading*
* *Document Management on Server*
* *Updating MDR, Document Log Register etc*.
* *Preparing / Maintaining Records of MDR, DCI, DTN, Correspondence Log registers, Outgoing / Incoming deliverables.*
* *Maintain Hard & Soft copy of all the deliverable / transmittal, Documents like GADs, Alignment Sheets, and Datasheets.*
* *Preparing WPR & MPR for all the Projects and maintaining records*

*Worked with* ***P S Group*** *in Kolkata, Indiafor 3 years period as a “****Administration Coordinator***

*From 15th June 2014 to 27th Jan 2017.*

***Job Responsibilities****:*

* *Responsible in overseeing Employees &Labour Relations, compensations and benefits.*
* *Monitoring number of employees.*
* *Preparing Payrolls & Billings.*
* *Ensure proper maintenance of personal files, service registers, etc., of all the staffs.*
* *Arrange for purchase of stationeries, printing of books and forms as per the*

*Requirements and ensure keeping up of adequate stock of stationery books and forms.*

* *Ensure prompt remittance of all rates and taxes of vehicles etc.*
* *Ensuring safety and security of Office records and properties etc.*
* *Carrying out the instructions/ orders of the Admin manager.*
* *Supervision and controlling work of all the staff under my control.*

***Personal detail:***

***Date of birth:*** *19th October 1989.*

***Marital status:*** *Single.*

***Languages known :*** *English, Hindi, & Urdu.*

*I hereby certify that above information are true and correct to the best of my knowledge and brief.*

*Dated: 16/02/2017*

*Place:Dubai*