|  |  |
| --- | --- |
| **DOCUMENT CONTROLLER WITH GULF EXP/CUM DRIVER** | |
| Personal information;  Muhammed  Puthiyolil (H)  Cheekode (Po)  Malappuram (Dt)  Kerala, India, 673645  [Muhammed.357460@2freemail.com](mailto:Muhammed.357460@2freemail.com) |  |

**Professional Experience**

**[Job Position] [Company name] From / To**

Document Controller Arabian International Company; Oct 2013

Jeddah, KSA. Jan, 2016

**Related Skills**

Excellent Computer Skills Inventory Maintaining

Record Keeping Time Sheet Making

**Skills;**

Documentation, Data Entry, Driving (Light Motors), Office Executive, NDE(WQC) Bicycle Mechanic.

**Educational Qualification**

**[From-To] [ Course, ] [ Institution Name]**

* June 2000 +2 Board of Higher Secondary

March 2002 Examination, Kerala, Areekode.

* March 2000 SSLC Secondary School Leaving Certificate,

GOVT of Kerala (KKMHS Cheekode.

**Technical Qualification**

* August 2003 Welding National Council For Vocatinal

July 2004 Training. (ITI)

**Certificate Courses**

* June 2014 WQC (NDE) WQC Institute of NDT and Inspection

Technology, CUSAT Kalamassery.

* June 2014 Office Automation Mact Computer Education,

Edavannapara

**Languages Known**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Fruency** | **Write** | **Read** | **Speak** |
| English | Fluent |  |  |  |
| Arabic | Fluent |  |  |  |
| Hindhi | Fluent |  |  |  |
| Malayalam | Fluent |  |  |  |

**About Me and Declaration**

Very Experienced Professional With Over Five Years I Spend My Career In Saudi Arabia From That About Two More Years Was In Steel Structural Manufacturing Company As A Document Controller. I Did My Duty Very Punctually, Accurately And Responsively And Win To Make Cooperation And Good Relationship With All Workers And I Tried My Better To Achieve The Growth Of The Organization. I Know Office Works With Good Computer Knowledge (Excel, Word, Power Point, And Etc.).