# [Imaran.360680@2freemail.com](mailto:Imaran.360680@2freemail.com)

**CAREER OBJECTIVE:**

Seeking a suitable position in a progressive organization that gives me an opportunity to

prove my skills in an ever challenging environment that offer me a chance to make us of

myskills and help the organization in attaining its goals.

**EDUCATION QUALIFICATION:**

* S.S.C
* Intermediate (M.P.C)

**TECHNICAL KNOWLEDGE &STRENGTHS:**

* Windows Professional.
* Experience in MS-Office.
* Excellent MS Suite software knowledge.
* Practical / hands-on experience in document management.
* Self-directed and highly motivated.

**WORK EXPERIENCE:**

* Worked as a System Administrator and Document controller in Shah Faisal IT Solutions from April 2007 to 2009.
* Working as a Store keeper and Document controller in Royal IT solutions in Hyderabad From August 2010 to Till Date

**Job Responsibilities:**

* Installing Windows,Microsoft Office and Applications.
* Control all aspects of project documentation on multiple simultaneous projects.
* Ensure proper document control support is given to each project.
* Produce and maintain Document Progress Reports to 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 individuals.
* To exercise general control over all activities in Stores Department
* To ensure safe keeping both as to quality and quantity of materials.
* To maintain proper records.
* To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
* To issue materials only in required quantities against authorized requisition notes/material lists.

**PERSONAL PROFILE:**

Name : Imran

Date of Birth : 6tht March 1988

Marital Status : Married

Nationality : Indian

Languages Known : English, Urdu

Date:

Place: Dubai U.A.E.