**RESUME**

MOHAMMAD

MOHAMMAD.363097@2freemail.com

Application for: “DOCUMENT CONTROLLER”

**CAREER OBJECTIVE:**

* Looking for a challenging job as a **Document controller** that will use of my knowledge and ability.

**EDUCATIONAL QUALIFICATION:**

* **H.S.C. (Intermediate)** Passed.
* **S.S.C. (Matriculation)** Passed.

**TECHNICAL QUALIFICATION:**

* **ADCA COURSE .(ADVANCE DIPLOMA IN COMPUTER APPLICATION)**
* **NDLM CERTIFICATE.**
* **AUTO CAD**

**TOTAL WORK EXPERIENCE 08 YEARS (06 YEARS IN GULF)**

1. **Name of Company** : **QCON (QATAR)**

Position Held : **Document controller**

Period : 27.02.2016 TO 01.05.2016

1. **Name of Company** : **ICMS (K.S.A)**

Position Held : **Document controller**

Period : 14.09.2015 TO 01.11.2015

1. **Name of Company** : **TOLEDO ARABIA (K.S.A)**

Position Held : **Document controller**

Period : 18.09.2011 TO 10.09.2014

1. **Name of Company** : **GULFAR ENGG & CONST.(OMAN)**

Position Held : **Document controller**

Period : 08.10.2007 TO 28.07.2010

**JOB RESPONSIBILITIES:**

* **Responsible for controlling the numbering ,filing, sorting and retrieval of electronically stored or hard copy documentation produced by technical teams, projects or departments in a timely, accurate and efficient manner.**
* **Supports technical projects and departments.**
* **Receives, catalogues and stores hard copies and electronic copies of all technical drawings ,reports and related information in an orderly manner, in line with policies and products.**
* **A llocates and controls the document numbering system for the project work.**
* **Works with precision to ensure that all electronic and hard copy filing is accurate and is easily retrievable.**
* **Responds in a timely manner to requests to retrieve information, information searches and general requests for support from project/department personnel.**
* **Accurately updates information as required.**
* **Work in strict cooperation with the project manager to ensure project progress status integration.**

# PERSONAL INFORMATION:

* Date of Birth/Place : 03.05.1985 / KISHUNPUR
* Status : MARRIED
* Nationality : INDIAN
* Religion : ISLAM
* Languages known : ENGLISH, HINDI & URDU,ARABIC

**DECLARATION:**

* I certify that fact contained in the CV is true and complete to the best of my knowledge.