**Post applied for : PC Operator /Document Controller**

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| **Mohammed** **Mohammed.375392@2freemail.com** |  |

**Objective :-**

 To be sincerely involved in work and work towards the development of the organization, and put all possible efforts to achieve the results in time.

**Educational Qualifications :-**

**Academic** : 1. BA (Graduate) Mulana Azad National Urdu University

 Hyderabad.

**Computer Skills :-**

Operating Systems Known : Windows (xp/2007/2013/2010)
Office Automation package : Microsoft Office (word, excel, powerpoint)

**Work Experience Kuwait :-**

1. Worked as a Document Controller for M/s. National Contracting Company Limited.
(Blasting and Painting Division, Mina Abdullah) from 07th May 2007 to 02nd February 2013.
**Nature of Work:**
	1. Maintenance of file records of office activities, business transactions, and other activities in a computerized environment or either manually.
	2. Maintaining correspondence with the Head office, various departments and employees.
	3. Data entry of Invoices and Bill details and keeping record of received and sent letters.
	4. Documents downloading and uploading using internet.
	5. Maintain hard and soft copies of all project related documents.
	6. Ensure the documents are handled as per QMS procedure.
	7. Maintain update the master list of files.
	8. Prepare & maintain master distribution list.
	9. Dispatch and reception of all documents with proper records.
2. Worked as a PC Operator for M/s. Hyundai Engineering and Construction company.
 (Seaport project, Boubiyan), Kuwait from 03rd February 2013 to 24th June 2014.
**Nature of Work:**
	1. Compile, copy, sort, and file records of office activities, business transactions, and other activities.
	2. Preparation and maintenance of all project related documents.
	3. Data entry of Invoices and Bill details and keeping record of received and sent letters.
	4. Attending and responding to the incoming mails and preparing outgoing mails.
	5. Maintain hard and soft copies of all project related documents.

**Personal Profile**

**Permanent Address:**

Date of Birth : 16-08-1986

Nationality : Indian

Marital Status : Unmarried

Languages : English, Arabic, Hindi, Telugu & Urdu

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**Passport Details:**

Date of Issue : 11/03/2016

Date of Expiry : 10/03/2026

Place of Issue : Hyderabad
**Previous Passport Details :**
Date of Issue : 02/11/2006

Place of Issue : Hyderabad