Aftab

Email**:** Aftab.382167@2freemail.com

Dubai, UAE

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**RESPONSIBILITIES:**

* Developing and updating the project document control &filling system as per INFOFORT Management System (MMS) and ensuring that both the hard copies and the same soft copies of documents are available in an easy traceable manor.

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**Position*:*** Document Controller,Data Entry operator **&** work email account

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**WORK EXPERIENCE:**

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* worked as a contractor employee for **RTA DUBAi** in 3 years
* **NBAD BANK** **Position:** Document Controller work in 3 years
* 01 year 06 Months Dubai Petroleum scanning project
* driving licence details: Light Vehicle

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**Duration:**

I worked in Info fort Company from sep 2010 till end Apr 2018.

I am at visit visa for three months as soon as possible requirements for job please kindly give me a chance.

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**EDUCATION**

* B.A from New Ali Garah Govt Collage Tando Adam Sindh.
* **Intermediate H.S.C**Science from New Ali Garah Govt Collage Hyderabad
* **Matriculation S.S.C**  Science from Shah Abdul Latif High School

**COMPUTER LITERACY:**

* + MS office
	+ Peachtree (Certified Computerized Accounting)
	+ Hardware and software installation & Internet skill:

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**PERSONEL DATA:**

Date of Birth 10-05-1978

Nationality Pakistani

Languages English – Urdu- Sindhi

Visa Status Visit visa

Status Married