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|  | Mir – Document Controller |
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| /storage/emulated/0/.polarisOffice5/polarisTemp/image1.jpeg | [mir-394341@2freemail.com](mailto:mir-394341@2freemail.com)  Personal Information ▼  Age : 38  Gender: Male.  Marital Status: Married.  Nationality: Indian.  Visa: Employment. |

Career Objective ▼

Seeking a responsible position in an environment and wish to rise to the pinnacle of the success by constantly acquiring knowledge to face new challenges and to make the things happen and be an integral part of growth and success where I can utilize my communication skill, knowledge and expertise at work at your organization.

Key skills & Achievements ▼

* Managing the internal & external documents / drawings.
* Preparation of general outgoing correspondence.
* Proficient in Technical Correspondence to the Client, Consultant, Service Authorities, Statutory Authorities, litigation on Condition of Contract, Sub-contractor, supplier, Internal correspondence to the respective department and co-ordination with above authorities as per the requirement.
* Basic system support, they update and maintain the related database and systems, ensuring complete data accuracy. They assist in keeping information on all relevant systems up to date. This individual maintains a good understanding of the relevant systems and portals.
* Maintain electronic document records and keep incoming and outgoing register for correspondence and control on documents for distribution and filing.
* Maintain records of Material approval and other submissions to consultant (incoming and outgoing).
* Assists with day to day filing, maintains employee records and ensures its accuracy. They ensure that all post is received and issued to the relevant employees. They are responsible for all administrative duties required by the management team.
* Administration daily activities in the site office ensuring systematic and organized flow of work.
* Organize filling of drawings, specifications, submittals, forms, method of statements and inspection requests.
* Coordination with the respective Engineers, secretaries of the sites to ensure correctness of records.
* Basic system support, they update and maintain the related database and systems, ensuring complete data accuracy. They assist in keeping information on all relevant systems up to date. This individual maintains a good understanding of the relevant systems and portals.

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Employment History ▼

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| Organization | Position | From | To |
| Office - Dubai- UAE | Document Controller | Jan 04th 2016 | Till Date |
| Dubai- UAE | Document Controller | Oct 01st 2013 | Dec 08th 2015 |
| Riyadh - KSA | Document Controller (HR Dept.,) | Aug 16th 2010 | Aug 18th 2012 |
| Dubai - UAE | Document Controller | Feb 26th 2006 | June 25th 2009 |
| K.S.A | Document Controller (Head Office) | Feb 10th 2001 | March 31st 2004 |

Education ▼

Degree: Bachelor of Commerce (with Computer Application)

Osmania University, Hyderabad – India

Languages ▼

English, Urdu, Arabic, Hindi

Computer Skills ▼

Operating System: MS-DOS, Windows 98, 2000, XP. Aconex.

Packages: MS-Office 2000, XP and Accounting Packages.

Technical Qualification ▼

P.G. Diploma in Computer Application (PGDCA)

Passed Higher Typewriting with speed of 40 wpm.

In conclusion, I would like to assure that I am capable of handling any jobs assigned to me, which suits my qualifications and experience utilizing my efficient skills for the total satisfaction of my employer.

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