

**Zia**

 **E-mail:** **zia-397661@gulfjobseeker.com**

**Nationality: Indian**



**Objectives**

**To obtain a position on a reputable company that enables me to apply the knowledge and skills I have gained through my education and related experiences; to ensure constant learning and provides professional growth.**

**STRENGTH:**

**Efficient in office works with excellent typing skills, fast learner, team player, minimum supervision, good in oral and written communication, positive and hardworking, organized, resourceful, honest and willing to learn and invest time and effort to accomplish assigned task.**

**Education**

**Master of Business Administration (M.B.A) from Nagpur University Bachelor of Business Administration (B.B.A) from Nagpur University Completed H.S.C from Maharashtra Board**

**Completed S.S.C from Maharashtra Board**

**Experience: - Total Experience 5 Years**

**Document Controller cum Secretary**

**Have been working since September 2018.**

**Develop and maintain document control processes for the efficient management and recording all documentations**

**Ensure that all the relevant Project documentation are registered/maintained in the electronic Document Management System (eDMS)**

**Develop Photocopies / Binding and transmitting of documents as part of the**

**Resume: Zia**



**client’s submission**

**Understand and manage Client EDMS system Assist with the general project administration**

**Liaise with Project Management & team, Client and Sub-contractors effectively and resolve problems and issue’s relating to documentation**

**To maintain a safe and secured working environment within Document Control Maintaining a register of all incoming and outgoing mail, stamping and recording of mail before circulating for distribution to the Project Manager as set out in BMS\_Project Communication and Document Control and BMS\_Site Supervision**

**Quality Procedures.**

**Document Controller cum Secretary at Astron system pvt itd Plot No 99/D Khan Street Suri Layout, Anant Nagar Nagpur-440013, Maharashtra (INDIA) - Have worked since December 2014- February 2018**

**Log incoming documents from clients, consultants and subcontractor, make sure they receive relevant documents and make sure copies of relevant documents are held.**

**Maintaining and updating the database and also manual filings. Ensure all documents are archived appropriately.**

**Receiving and checking all incoming correspondence and transmittal of drawing documents.**

**Maintaining paper and electronic files (organizing, following up daily routine data and paper)**

**Scanning and photocopying**

**Dealing with other staff or visitors, on phone or in person. Arranged meetings and reservation.**

**Receiving payment and issuing receipt to the subscriber. Responsible in filing and other related office work.**

**Double check correct prices of the items.**

**Responsible for making paper works for the best sellers and slow-moving items to inform the department**

**SKILLS: -**

**Demonstrable ability to work on smaller multiple projects and complete high-quality work against strict and conflicting deadlines**

**Good working knowledge of Office software (Word, Excel, PowerPoint, etc.) Ability to work well under pressure and deliver quality results on time**

**Good interpersonal skills and ability to communicate effectively with various management levels**

**Strong organizational skills, including an ability to prioritize activities and work with limited supervision**



**Page 2 | [Type your e-mail address]**

**Resume: Zia**



**Passport Details: -**

|  |  |  |
| --- | --- | --- |
|  | **Date of issue** | **: 07/03/2016** |
|  | **Date of expiry** | **: 06/03/2026** |
|  | **Date of Birth** | **: 31/12/1991** |
|  | **Place of issue** | **: Nagpur** |

**Declaration**

**I hereby declare that the information furnished above is true to the best of my knowledge and belief.**

**Date:** **/ /2020** **Mr. Zia**

**Place: - DUBAI** **Signature**



**Page 3 | [Type your e-mail address]**