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**CURRICULUM VITAE**

**AZEEM**

**Personal Mail :** **azeema.321219@2freemail.com**

**Objective:**

To work in a dynamic organization which provides me the opportunity of combining my interest, skill and knowledge with high standards of potential learning combined with high responsibility and challenge.

**Personal Profile:**

Name : Azeem

Date of Birth : 18-01-1993

Nationality : Pakistani.

Religion : Islam.

Marital Status : Single.

**Skills & Interests:**

* C I T (Certificate in Information Technology).
* Proficient in working with Windows, MS Word, MS Excel and MS Power Point, Adobe Photoshop, Outlook.
* Capable of fluently read/write/speak and understand Urdu, English & Arabic.

**Total Experience:-**

**More than 5 Years of experience in the Secretary, Document Controller / Administration fields.**

* Excellent written and verbal communication skills.
* A presentable personality, having an active interest in customer service. Enjoy working in team atmosphere to produce positive and meet deadlines.

**Professional Experience:**

**July 2015 to till date in Al Arrab Contracting Co.**

Working as a Document Controller/Secretary in MEP Technical Department Head Office in Al-Arrab Contracting Company (ACC ) Riyadh.

**Document Controller Responsibilities:**

* Maintain records of document in hard copies and electronic file and monitor the revision and approval status thereof.
* Writing policies and adding specific conditions when required.
* To maintain the record of all controlled documentation issue, stats and location.
* Scan and store the approved shop drawings in the database so that the project team can access.
* Keep current hard copies and file supersede version.
* To file all project document: project wise, data wise, subject wise, sender wise with sequence.
* Document distribution by transmittal system as per document distribution matrix for hard copy and electronic document transfer.
* Contributes to team effort by accomplishing related results as needed. .

**July 2014 to June 2015 in Al Arrab Contracting Co.**

* Has been working as a Timekeeper & Petty Cash Holder at Sultana Substation in Al Arrab Contracting Co.
* Edited, posted, batched and printed daily hours.
* Balanced hours worked daily and compared them to the hours report.
* Transmitted payroll thru Oracle to the main office.
* Received and checked payroll bi-weekly, sorted the checks and distributed them to departments.

**July 2012 to June 2014**

Has been working as a Document Controller At Haris & CO Lahore Pakistan.

**Job Responsibilities include:**

* Compared data with source documents, re-entered data in verification format to detect errors, compiled, sorted and verified the accuracy of data before it was entered, located and corrected data entry errors, and reported them to supervisors.
* Maintained logs of activities and completed work.
* Read source documents such as canceled checks, sales reports, or bills, and entered data in specific data fields or onto tapes or disks for subsequent entry, using keyboards or scanners.

**Academic Qualification:**

Diploma (Doc. Controller) Institute Professional Education, Rawalpindi Pakistan 2012

Matric (Science) Govt High School Kamalia, Pakistan 2010

**References:**

Will be furnished upon request.