

Applying for the post of Document Controller

Name: Mohammed Almas
Email: mohammedalmas7877@gmail.com
Mob No: +966 558057877

To,
Dear Sir/Mam,

I am writing to express my interest in the Document Controller position at your company. I am eager to contribute to your team.

I have successfully managed and organized documents, improving workflow efficiency. My attention to detail and proficiency with document management software ensure accuracy and accessibility of records.

I want to work with your company as a Document Controller, where I can apply my skills and support your commitment to excellence in the industry.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

Yours faithfully,

Mohammed Almas.

MOHAMMED ALMAS

Address: Al-Wizarat, Riyadh · Phone number: +966 55 8057877

Email: mohammedalmas7877@gmail.com

Experienced Document controller with a demonstrated history of working in company Mdakhel Opening Solutions, Riyadh. Strong finance professional with a Bachelor of Commerce (B. Com) computers. Well organized, self-motivated, ability to complete work accurately and in a timely manner. I'm very good at working in a team and share experience to reach the assigned common goals.

PROFESSIONAL EXPERIENCE

JAN - 2024 – Still Working

Document Controller, Mdakhel Opening Solutions – Riyadh KSA

- Handling crucial documents like bills of lading, packing lists, customs declarations, and import/export documentation.
- Ensuring that all shipping documents are accurate, complete, and filed correctly.
- Maintaining records of inventory levels, stock movements, and warehouse operations.
- Maintaining records that allow for the tracking and tracing of shipments.
- Accurate records enable the tracking and tracing of shipments, which is essential for ensuring timely delivery and resolving any issues that may arise.
- Ensuring that all logistics operations comply with relevant regulations, such as customs laws and transportation regulations.
- Managing documents related to receiving, storing, and shipping goods.
- Managing the flow of documentation between different parties, such as suppliers, carriers, and customers.

JUL-2021 – SEP 2023

Document Controller, Pearl Hospital - India

- Creating, organizing, and maintaining both physical and electronic documents, including patient records, medical reports, policies, and procedures.
- Implementing and maintaining document control systems and procedures.
- Ensuring proper storage, retrieval, and archiving of documents.
- Maintaining a history of document changes.
- Ensuring that documents adhere to established formats and templates.
- Managing access permissions to ensure that sensitive information is protected.
- Maintaining records for audits and inspections.
- Maintaining and updating hospital policies & procedural documents.

EDUCATION

MAR 2022

B. Com - Computer Science, KAKATIYA UNIVERSITY

Division: First Division

APR 2016

Intermediate – MPC, TSBIE

Grade: 78%

MAY 2014

SSC, BSE

Grade: 72%

SKILLS

Document Management
Microsoft Office
Powerpoint
EDMS
Aconex
SAP
Data Entry
Record Keeping and Archiving

STRENGTHS

Typing speed

- Leadership quality.
- Teamwork.
- Interpersonal and managerial skills.
- Problem solving skills.

PERSONAL DETAILS

Nationality: Indian
DOB: 29-Aug-1998
Gender/Age: Male/ 26

Proficient in English, Urdu & Hindi.
Beginner in Arabic
Valid & Transferable Iqama

DECLARATION

I, Mohammed Almas, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Mohammed Almas,
Riyadh, KSA.