

Career Objective:

To pursue a career in a progressive organization that provides opportunities for career growth and professional development in order to groom the overall personality.

Skills:

- Document Management
- Filing Systems
- Odoo
- Data Entry
- Project Management
- Records Management
- Archiving Systems
- Document Retrieval
- Via Plate Form
- Data Analysis
- Document Security
- Database Administration
- Proficient in Arabic, English language.
- Computer Related Skills ((MS Excel, Word, Outlook & Internet)

Academic Qualification:

- Government College of Technology, Lahore, Pakistan
- Diploma of Associate Engineer
- Diploma in Computer Application
- Diploma in Computer Basics
- Diploma in Hardware and networking.

Professional Work History:

I have 5 years of experience in, Documents Management, Customer service and data entry Operator in Saudi Arabia Insert customer and accounts data by inputting text based and numerical information from source documents within time limits Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry Review data for deficiencies or errors, correct any incompatibilities if possible and check output

Technical Data Sheet Retaj Contracting Company Saudi Arabia

Key Responsibilities:

- Log Sheet with Daily Work & Updated
- Quotation
- Submittal
- Document Management
- Filing Systems
- Data Entry
- Find new suppliers
- All the documents After approval manger keep in file system
- Make a time sheet to daily workers
- Controlling and coordination with Engr and Site Forman.
- Contact with supplier
- Data analysis BOQ

Dec 2024 to till Now

Documents Controller
Azoom United Consulting Company

Key Responsibilities:

Sep 2024 Nov 2024

- Managed and controlled company documents through their lifecycle, including creation, revision, and retirement
- Maintained document control database and ensured all documentation met quality standards and compliance requirements
- Collaborated with various departments to ensure proper documentation and adherence to procedures

Documents Controller Supervisor
Rekab Solution Company

Key Responsibilities:

July 2022 to Aug 2024

- Managed document control process for a large construction project, ensuring accuracy and timeliness of all documents
- Developed and implemented an efficient document control system, resulting in a 25% reduction in document processing time
- Collaborated with stakeholders to ensure all documents were compliant with regulations and standards
- Maintained an organized and secure document repository, ensuring quick retrieval of documents when needed.
- Performed regular quality checks on documents to ensure compliance with company standards

Personal information:

- Father's Name: Nazir Ahmed
- Date of birth: 21 Dec 1997
- Iqama Number: 2513975645 (Transferable)
- Marital status: Single

Languages:

- English
 - Arabic
 - Urdu
 - Hindi
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