



TANZEEM AHMAD

DOCUMENT CONTROLLER

CONTACT

0573134643

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Al Faisaliyyah, Riyadh, KSA

www.linkedin.com/in/tanzeem-ahmad-up

EDUCATION

2016 - 2018

Mahatma Jyotiba Phule
Rohilkhand University

- MASTER OF SCIENCE

2013 - 2016

Mahatma Jyotiba Phule
Rohilkhand University

- BACHELOR OF SCIENCE

SKILLS

- IT Troubleshooting
- Decision Making
- Teamwork
- Time Management
- Problem Solving
- Critical & Analytical Thinking

PERSONAL DETAILS

- Nationality: Indian
- Visa Status: Freelance Visa
- Visa Valid up to: 05-03-2026
- Iqama Status: Transferable Iqama

PROFILE

Result-oriented Professional with 6 years of experience as a Documentation Assistant in the Sales Tax Department, Govt. of India. Expertise in managing high-volume tax records, sensitive legal documentation, and data digitization projects. Specialized in maintaining audit-ready filing systems and ensuring the accuracy of government compliance documents. Seeking to leverage my background in record management and administrative coordination for a Document Controller role in Saudi Arabia.

EXPERTISE

- Advanced MS Office Suite (Expert in Excel Dashboards, VLOOKUP & Pivot Tables)
- ERP Data Entry
- Administrative Coordination
- Status Reporting
- Document Controller Lifecycle
- Version Control & Archiving
- Aconex (EDMS)

WORK EXPERIENCE

Sale Tax Department Govt. of India

2019 - 2025

Designation : Documentation Assistant

Location : India

PROJECTS

- Document Filing System Improvement
- Document Tracking & Log Management
- Data Digitization Project

RESPONSIBILITIES

- Maintained a structured and secure filing system for confidential and general documents.
- Managed incoming/outgoing documentation with proper tracking and version control.
- Updated document registers, logs, and digital records using Excel.
- Ensured accuracy and completeness of documents before distribution or filing.
- Coordinated with internal departments for document submission, updates, and verification.
- Prepared periodic reports (daily/weekly/monthly) using MS Excel for management.
- Distributed documents to relevant personnel and followed up on pending submissions.
- Supported senior officials in scheduling, correspondence, and administrative duties.
- Improved document retrieval time by optimizing filing methodologies.
- Managed data logs, inventory files, and coordination sheets across departments.

DECLARATION

I hereby declare that all the information provided in this CV is true, correct, and complete to the best of my knowledge and belief. I take full responsibility for the accuracy of the details mentioned above.

PLACE

TANZEEM AHMAD

DATE