

# RESUME



**Mohamed Riyas  
Haja Najumudeen**

**Contact information:** Mobile:  
**0506083036**  
E-mail: [riyash87@yahoo.in](mailto:riyash87@yahoo.in)

## Objective

A Document Controller with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of: electronic data management systems, supplier document controls, electronic filing systems, final handover etc. Easy going by nature and able to get along with both work colleagues and senior managers, currently looking for a suitable document controller position

## Personal Statement

I would like to define myself as a very enthusiastic, enterprising, and highly motivated person with good interpersonal, communication skills backed with determination to achieve my task assigned to me.

## Personal data:

Date of birth: 17/08/1987  
Sex: Male  
Father's Name: Haja Najumudeen  
Marital status : Single  
Nationality : Indian  
Religion Muslim  
Language known: English, Tamil,  
Malayalam, Hindi.  
Passport No: L6973486

## UAE Experience (2 Years)

**Al Ahmadiyah Contracting & Trading Co.(Dubai)** Working as a **Secretary/Document Controller** with effect from **25-08-2016** to till the date •  
Projects Handled **75 VILLAS JUMEIRAH GOLF ESTATES HILTON GARDEN – 3 Star Hotel** Location: Al-Muraqqabat Dubai Client: Al Wasl Consultants: Dimension  
**Hilton Garden – 4 Star Hotel** Location: Al-Mina Port Rashid Dubai Client: Al Wasl Consultants: Dimension **75 Villa Project JGE** Location: Jumeirah Golf Estates Client: Jumeirah Golf Estates Consultants: ADU/ADCC & CDM SMITH.**ALOFT Hotel Project** :Palm Jumeirah Client: Al Abbar.**SWISS School Project:** Jaddaf Client :HPM

## Experience In India (4 Years)

Worked as **Admin Executive** in Classic Furniture,  
Mayiladuthurai – India from April 2010 to May 2012.

Worked as **Document Controller** in JMR Constructions, Chennai – India from June 2012 to Dec 2014

## Academic qualification

- Diploma in Information Technology in AVC Engineering College under Anna University 80% • SSLC -80%

**Hobbies** • Reading  
• Listening News

## Computer Proficiency

**AutoCAD 2012** Certified Associate

**Revit Architecture 2014** Certified Associate

**OS :** Microsoft, Macintosh, Linux and Servers(Windows and Linux).

**Hardware:** Routers, Switches, Firewalls, VPN, Servers, NAS, Storage Devices, Wireless, Printers.

- Basic of Internet
- E- Filing

### **Duties and Responsibilities As an Admin Executive**

Adept at managing administrative activities involving purchase of equipments, maintenance of procurement, housekeeping, safety, security, employee induction etc.

Managing repair, maintenance & replacement of office equipments, appliances, furniture, furnishings, vehicles, building, etc.

Processes, Documentation, Business Control checks, audits etc

Maintaining and keeping files and related documents •

### **Duties and Responsibilities Document Controller**

- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning in all relevant new documents.
- Checking dispatch documents are accurate.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Managing and maintaining a Meridian Document Control System.
- Provide advice on procedures of issue and methods in accessing the system.
- Ensuring all documents is as up to date as possible within electronic filing systems.

## KEY SKILLS

- Strong IT, database and communication skills.
- Experience with document control packages such as excellent interpersonal skills and a professional telephone manner.
- Utilizing a range of office software, including email, spreadsheets and databases.
- A comprehensive understanding of health and safety regulations.
- Ability to evaluate, prioritize, organize and delegate work schedules.
- Proven decision-making skills.
- Able to react quickly and effectively when dealing with challenging situations.
- Assisting departments with queries on documentation requirements & submissions.

**REFERENCE**

Mr.Julfihar ali (Senior Accountant AAC) 0505348072

Mr. Nisha Kiran (Senior Document Controller AAC) 0502087614

**DECLARATION**

I hereby declare that the above said statements about me are true to the best of my knowledge.

**Mohamed Riyas**

**Date: 7<sup>th</sup> June 2018**

**Satwa**

**DUBAI, UAE 2596**