

MULLA SAMIULLA.

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Position Applied: Administration & Document Controller

Objective: A suitable position as Administration & Document Controller with a reputed organization where I can utilize my education and experience for the optimum growth of the organization as well as personal career growth.

Career Profile

Over 1+ year of experience in **Administration & Document Controller** in India.

Preparation and filling of Regulatory requirements and documentation.

Excellent communication and people management skills.

Have excellent communication skills in English, Hindi.

Ability to absorb technical knowledge quickly.

Highly motivated and adaptive with the ability to grasp things quickly and possesses excellent interpersonal, technical, communication skills and Presentation skills.

Excellent written and verbal communication skills.

Working Experience

Administration & Document Controller PRG CONSTRUCTION From Jun 2020 to Sep 2021

Location: India.

Responsibilities:

- Assist the staff on their administrative requirements.
- Provided administrative support to both managers & Staff and coordinate with all departments.
- Coordinated in purchasing office supplies. Performed general office duties and administrative tasks.
- Received and processed incoming & outgoing Mails and Faxes.
- Screened telephone and personal callers & made and recorded appointments.
- Coordinate all activities related to the Document Controller procedure, including technical documents.
- Maintained confidential records and files created documents, Excel spreadsheets and brochures.
- Input document data into the standard registers ensuring that the information is accurate and up to Date.
- Generate the various document control reports as required.
- Typing of site documents, and follows up of all the site needs.

- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
- Maintained updated records of all approved documents and drawings and their distribution clearly.
- Maintain the documents in the Document Control office under safe custody without any damage.
- Maintain the files and control logs as required project. Filed correspondence and other records.
- Maintain the all Original Training certificates of staffs and labors both Hard and Soft copies.

Academics and Professional Qualification with Certificates:

- ❖ Bachelor of Commerce - 2019.
- ❖ Windows All OS and Internet.
- ❖ Tally.

Personal Qualities:

1. Self-motivated and good motivator.
2. Team work spirit and strive for continued excellence.
3. Strong communication skill.
4. Ability to work under pressure.

Personal Details:

Date of birth : 19-07-1998
Gender : Male
Nationality : Indian
Languages known : English, Hindi, Telugu

Reference: Available upon request.

All my certificates are available for proper screening and verification.