

MOHAMMAD SHAHBAZ

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POST APPLIED FOR DOCUMENT CONTROLLER

CAREER OBJECTIVE

To provide positive contribution in Administration Works and Document Control Procedure to enable the company to have the total control of all official correspondences. And work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

EDUCATION

| QUALIFICATION | UNIVERSITY/BOARD | YEAR OF PASSING | PERCENTAGE/CGPA |
|---|---|-----------------|-----------------|
| Bachelor of Engg. (Computer Science) | RGPV Bhopal | 2018 | 7.25 |
| Intermediate /10+2 | State Board | 2014 | 76.2 |
| DOAP | Rajeev Gandhi Computer Shaksharta Mission | 2012 | 85.6 |
| Matriculation | CBSE | 2011 | 68.4 |

WORK EXPERIANCE

- Computer Operator
- Data Entry
- Adobe Photoshop
- Microsoft Office

COMPUTER SKILLS

- MS Office Application (Word, Excel, PowerPoint)
- EXCEL
- VLOOKUP
- INTERNET
- PAYROLL
- SALRY SLIP
- Sound knowledge of ERP

- Sound knowledge of data analyst
- Outlook
- Email
- Pivot table
- English typing speed 45 wpm
- Hindi typing speed 30 wpm

EXPERIENCE DETAILS

- Work as store keeper
- Work as computer operator
- Work as data entry clerk
- Managing payroll
- Managing salary slip
- Managing attendance

PASSPORT DETAILS

Passport Number : R6767278
Date Of Issue : 16 JAN 2018
Date Of Expiry : 15 JAN 2028
Visa Status : VISIT VISA

PERSONAL INFORMATION

Father's name : Mohammad Alauddin
Date of birth : 07 july 1996
Gender : Male
Religion : Muslim
Language : English, Hindi & Urdu
Nationality : Indian
Address : Khalifa Complex B
Building No. B6, Flat No.703
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DECLARATION

I hereby declare that all the information stated above is true to the best of my knowledge and believe.

[MOHAMMAD SHAHBAZ]