



MOHAMMAD SHAHBAZ

DOCUMENT CONTROLLER

PROFILE

Seeking a Document Controller position in well-established firm to use my education and experience in a way that benefits the company.

CONTACT

PHONE:
+971506246101

EMAIL:
Shahbazmd18@gmail.com

Address:
Khalifa Complex B
Building No. B6, Flat No.703.
Abu Dhabi (UAE)

EDUCATION

RGPV, Bhopal

- Bachelor of Engineering (Computer Science) completed in 2018.
- Intermediate completed in 2014 with Science State Board.
- Diploma in Office Automation Publishing (DOAP) From Rajeev Gandhi Computer Shaksharta Mission in 2012.
- Matriculation completed from CBSE in 2011.

SKILLS

- Handled file validation and document controlling.
- Assured no errors in documents before submission
- Outlined documents and coordinated with employees.
- Developed the Document Control Procedure.
- Coordinated with the project team member
- Maintained documents correspondences and transaction
- Administered issue and receipt of documents and drawings
- Reviewed change in the technical documents.
- Perform document control & Quality Management System (QMS).
- Typing of site documents, and follow up of all the site needs

COMPUTER SKILLS

- MS Office Application (Word, Excel, PowerPoint)
- VLOOKUP
- INTERNET
- Outlook
- Email



PASSPORT AND VISA DETAILS

- Passport No. R6767278
- Place of Issue Lucknow (India).
- Date of Issue 16/01/2018
- Date of Expiry 15/01/2028
- Visa Status Visit Visa
- Entry Date 09/12/2021
- Visa Expiry 08/01/2022

- Pivot table
- English typing speed 45 wpm
- Hindi typing speed 30 wpm

PERSONAL DETAILS

Father's Name: Mohammad Alauddin

Date of Birth : 07/JULY/1996

Gender : Male

Religion : Muslim

Language : English, Hindi, Urdu

Nationality : India

Address : Khalifa Complex B

Bldg. No. B6 Flat No.703

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