

CURRICULAM VITAE

MOHAMED HASAN

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OBJECTIVE: -

To seek a challenging and responsible position in an esteemed organization where I will have the opportunity contribution to business growth and to achieve personal development and career advancement.

WORK EXPERIENCE: -

COMPANY : SEIDCO General Contracting Company LLC (Abu Dhabi)

Designation : **Document Controller**
Project : Mismak-Najmat Abu Dhabi, UAE
Client : Mismak Properties
Consultant : GA Architects & Engineers

Project 2 : MZ Project -Najmat Abu Dhabi, UAE
Client : Reem Developer Properties
Consultant : Unii Consultancy
Duration : **2018 – 2021**

Responsibilities:

- Maintaining Logs for Documentations.
- Preparing transmittals and follow up.
- Maintaining records and files for documentation.
- Maintaining Files for Suppliers & Sub-Contractors
- Maintaining Incoming Outgoing Register
- Receiving, distributing, delivering & efficient Filing Material Submittal, Shop Drawings, Inspection Requests, RFI's and IR and all relevant documents.
- Organizing and updating all site files, both on hard copies in binders and folders, and on electronic (soft) format.
- Keeping records of all relevant technical documents and drawings.

Company : Metro Shopee Chennai, India

Position : store keeper (2017-2018)

- Following up with Suppliers for the delivery of materials base on correct time requirement.
- Checking the quantity and receiving the material as per the purchase order.
- Prepare stock storage list of all areas of the shop.
- Updating the stock in System

EDUCATIONAL QUALIFICATIONS: -

- **B.S.C Computer Science** Passed from Annai Collage Arts & Science, Kovilacheri Kumbakonam, India.
- Pre Degree (10+2) Passed from Government Higher Secondary School in Lalpet, Cuddalore District, India.

COMPUTER PROFILE: -

- Good knowledge in Typing
- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office PowerPoint
- Internet & E-mail Operations
- HTML

PASSPORT DETAILS: -

Passport No. : **N4852025**
 Place of Issue : **Chennai, India**
 Date of issue : **20-11-2015**
 Date of Expiry : **19-11-2025**
VISA Status : Visit Visa

PERSONAL INFORMATIONS: -

Father's Name : **Jafar Ali**
 Date of Birth : **22-06-1995**
 Nationality : **Indian**
 Sex : **Male**
 Religion : **Muslim**
 Languages Known : **English, Tamil & Hindi**
 Marital Status : **Single**

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.