



# MUHAMMED AFSAL U

Visa status: Visit visa  
Passport no: P0741638

## SUMMARY

Driven Document Controller touting 2 years of success in digital file management. Proven history of streamlining procedures and mentoring team members on document workflows. Astute individual offering positivity and relative ease in tackling administrative tasks and assisting with special projects.

## CONTACT

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+971589518408

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## EDUCATION

Mahatma Gandhi Kashi Vidyapith University  
**Bachelor of Commerce (BCOM)**  
2018

SABTMHSS  
**PLUS 2**  
2015

## WORK EXPERIENCE

**Tristar Transport and contracting L.L.C**

**Document Controller 2018- 2021**

- Receiving all Commented Documents from Client, Scanning, Distributing, updating in Register and Uploading in E-promise
- Making Daily Reports, Updating job cards and preparation of Time Sheet
- Answer questions about records and files.
- Enter document identification codes into systems in order to determine locations of documents to be retrieved.
- Retrieve, sort and file all information, Maintain an arranged file room
- Enter document identification codes into systems in order to determine locations of documents to be retrieved.
- Find and retrieve information from files in response to requests from authorized users.
- Perform general office duties such as typing, operating office machines, and sorting mail.
- Sending and receiving document and distributing it to concern department.
- And presenting the correct documents at the time of Audit

## SKILLS

- Microsoft Office and e-promise
- Outstanding organization under pressure
- Agenda management
- Team leadership
- Data analysis
- Excellent presenter