

# CURRICULUM VITAE

**N.SYED NABEES AHAMED**

Dubai, UAE. Visit Visa Valid Till - 8<sup>th</sup> November

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## **PROFESSIONAL SUMMARY**

Sharp Individual Boasting A Strong Understanding Of Effective File Migration And Document Process Audits. Well Trained Document Control Coordinator Known For Data Accuracy And Quality Assurance While Organising Document Flow.

## **EDUCATION**

Bachelor Of Business Administration 2014 - 2017

Annamalai University

Diploma In Computer Application 2017 - 2018

CSC Computer Application

## **PROFESSIONAL EXPERIENCE**

Document Controller 2018 – 2019

James & Co Electronics, Ramnad.

## **SOFTWARE SKILLS**

Tally.ERP

Microsoft Office

Data entry

Documentation

Mail handling

## **PROFESSIONAL SKILLS**

- Assist Managers In Day-To-Day Coordination And Management Of Business Operational Activities.
- Monitor, Control And Manage Business Operations To Meet Customer Expectations And Company Goals.

- Liaise Between Customer And Management To Ensure Smooth Operations Delivery.
- Coordinate And Manage Project Tasks To Ensure Project Delivery Within Allotted Budget And Timelines.
- Ensure Compliance With Company Standards And Procedures.
- Build And Maintain Strong Customer Relationship Through Regular Meetings And Communications.
- Evaluate Current Operational Performance And Provide Strategic Plan For Improvements.
- Provide Direction And Guidance To Internal Teams To Achieve Performance Targets.
- Identify Problems In Operations Process And Resolve Them In Quickly And Timely Manner.
- Follow Standard Operating Procedures For Efficient Business Operations.
- Maintain Clear And Accurate Operations Documents/Procedures For Reference Purposes.

### **PERSONAL PARTICULARS**

Date Of Birth : 17/09/1995  
Gender : Male  
Marital Status : Single  
Languages Known : English & Tamil  
Nationality : Indian  
Passport Number : R0089218

### **DECLARATION**

I Declare That The Particulars Given Above Are True To The Best Of My Knowledge.

Place: Dubai

**N.SYED NABEES AHAMED**