

SHEIK AHMAD ALI

DOCUMENT CONTROLLR



CONTACTS



+971-522231745



ahmad.ali7915@gmail.com

LANGUGES SKILLS

English	Write, Read, Speak
Arabic	Speak only
Hindi	Speak only
Malayalam	Speak only
Tamil	Write, Read, Speak
Sinhala	Write, Read, Speak

OBJECTIVE

Seeking position in a professional organization that offers a scope for using one's potential to the fullest and in the process work towards attaining organizational goal.

QUALIFICATIONS

- Successfully completed diploma in computerized financial accounting.
- Successfully completed diploma in MS office package.
- Successfully completed special English language course at Al Imran International School.

EDUCATIONS

Subject	Grade
Islam	C
Tamil Language & LITT	S
English	C
History	S

PERSONAL PROFILE

- NAME IN FULL : Sheik Ahmad Ali Sheik Umar
- DATE OF BIRTH : 15th October 1979
- SEX : Male
- MARITAL STATUS : Married
- RELIGION : ISLAM
- NATIONALITY : Sri Lankan
- PASSPORT NO : N8808427
- VISSA STATUS : Visit
- VISSA VALID UNTIL : 15th Jan 2022

PROFESSIONAL EXPERIENCE

Organization :

Designation :

Period :

ABUKARBAL BOOKSHOP - QATAR

Document Controller

29th June 2010 to 2020

- Controlling company and project documentation.
- Following and improving document control procedures.
- Ensuring all documentation meets formal requirements and required standards.
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals.
- Producing document progress reports for senior managers.
- Using computers to organize and distribute documents within a company.
- Helping in the planning stages of a specific project.
- Ensure documents are shared at key times to facilitate timely project completion.
- File documents in physical and digital records.
- Check for accuracy and edit files, like contracts

Data Entry Clerk – Abu Karbal Bookshop - Qatar (29th Jun 2010 - 20th Feb 2020).

Supervisor - Al Arabia Petrol Station Ras Al Khaimah U.A.E (Jun 2004 - Sep 2006).

EMPLOYMENT HISTORY

SKILLS

▪ COMPUTER SKILLS	Excellent
▪ PROBLEM SOLVING SKILLS	Good
▪ TEAMWORK	Very Good
▪ COMMUNICATION SKILL	Excellent

TECHNICAL EXPERTISE

- POS System
- PC 's & Laptops
- Microsoft Office
- Mobile Phone Service

DECLARATION

I hereby declare that above stated details are true to the best of my knowledge.

Yours faithfully

SHEIK AHMAD ALI