SHEIK AHMAD ALI DOCUMENT CONTROLLR



CONTECTS



+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



O B J E C T I V E

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	С
Tamil Language & LITT	S
English	С
History	S

PERSONAL PROFILE

NAME IN FULL : Sheik Ahmad Ali Sheik Umar

ISLAM

■ DATE OF BIRTH : 15th October 1979

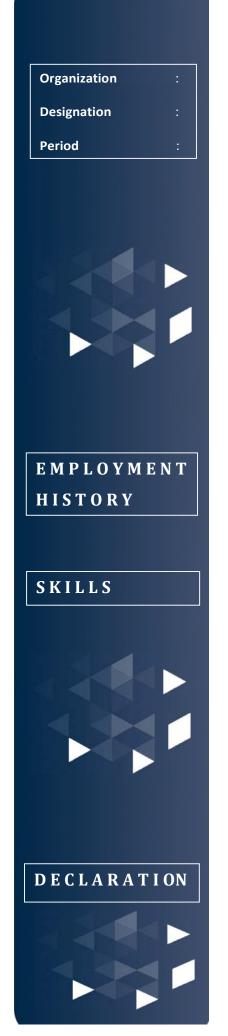
SEX : MaleMARITAL STATUS : Married

RELIGION

NATIONALITY : Sri LankanPASSPORT NO : N8808427

VISSA STATUS : Visit

■ VISSA VALID UNTIL : 15th Jan 2022



PROFESSIONAL EXPERIENCE

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).

COMPUTER SKILLS

Excellent

PROBLEM SOLVING SKILLS

Good

TEAMWORK

Very Good

COMMUNICATION SKILL

Excellent

TEHNICAL EXPERTISE

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

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

Yours faithfully

SHEIK AHMAD ALI