

CRRICULAM VITAE



Muhammad Salman Khalid

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OBJECTIVE: To contribute to the success and profitability of the company through my effort, expertise and experience.

Skills and Interest

- Excellent in written, oral and interpersonal communication skills.
- Well versed in computer operation using Windows, Outlook Express, MS Word, Excel & Access
- Work well under stress while taking the pressures off Superiors
- Fast learner, independent and cooperates and collaborates easily with other staff, comfortable working in a fast-paced and multi culture environment with ability to multi task
- Excellent in coordination and organization skills.

Experience

Document Controller / Secretary of Head office.

Al daymooma General Contracting L.L.C.

Dubai, U.A.E.

23-12-2013 to 20-4-2014

Assistant Architect.

Khursheed associate. Gulberg, Lahore, Pk

28-01-2015 to 20-04-2016

School teacher of Computer subject.

American Lycetuff school system Lahore, Pk

20-01-2017 to 30-12-2019

Document Controller / Secretary of Head office.

AFY Traders L.L.C

Daira, Dubai, U.A.E

25-01-2020 to 30-08-2020

Duties and Responsibilities:

1. Prepares / Follow the procedure of Project Close out Methodology from Substantial Completion to Taking over Certificates
2. Preparing all the As Built submission through its checklist from different Authorities
3. Monitor all the status of NOCs' / Completion Certificates from all Authorities

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4. Prepares all documentation for Project Completion to Handing over Projects.

Involved with the coordination and implementation of office procedures and frequently have responsibility for specific projects and tasks.

- Prepares all correspondences to Contractor and to Clients / concerned Authorities.
- Organize a wide range of meetings and inspections with Client. Liaise with internal/external contacts visiting and vetting locations agreeing date.
- Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases
- Organizing and storing paperwork, documents and computer-based information.
- Prepare agendas, prepare briefs, and circulate papers for meetings.
- Receive and replied incoming mail from Client and Contractors.
- Monitor incoming and outstanding correspondences, submittals and reports.
- Prepares all related documents for submission to concerned authorities.

Computer Skills

Software handling, troubleshooting windows, Microsoft applications, MS Office includes Microsoft access, Microsoft office, Microsoft word, Microsoft excel, Microsoft Power point, Microsoft outlook, Auto cad 2D+3D, Micro station, 3D Studio Max, Photo shop, Fast typing, Internet etc.

Educational Qualifications

- *Matriculation from Board of intermediate & secondary education, Lahore, Pakistan in 2011.*
- *Diploma certificate holder of office management from Quid-e-Azam Collage, Lahore, Pakistan in 2012.*
- *Diploma certificate holder of Cad operator from Civic Computer Collage Lahore, Pakistan in 2013.*

Personal Background

Name : Muhammad Salman Khalid
Nationality : Pakistani
Date of Birth : 13/06/1993
Religion : Islam
Visa Status : Visit Visa
Passport No : PC4121281

Job Satisfactions

1. *I do my work in a sense of pride and pleasure.*
2. *I have clearly defined my goals.*
3. *My job makes good use of my skill abilities.*
4. *I balance my work and personal life perfectly.*