

# **CURRICULUM VITAE**

**KHAJA MOINUDDIN**

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## **OBJECTIVE:**

Administrator with 6 years of demonstrated experience in driving efficiency and excellence throughout Organizational Functions Proactive, responsible, and eager office administrator with proven track record of handling incoming and outgoing communication.

## **EDUCATIONAL QUALIFICATION:**

- **University of Ambedkar – India** (2017 - 2019)  
Bachelor of Arts (BA) Discontinued
- **Board of Intermediate** (2017)  
Government Junior College
- **Board of secondary school** (2014)  
Islamiah High School

## **TECHNICAL SKILLS:**

- Diploma in AUTOCAD
- Expert in MS Office
- Typing – 60 WPM

## **WORK EXPERIENCE:**

- **COMPANY : ENGINEERING CORNER ELECTROMECHANIC WORKS LLC**  
Position : Administrator  
Duration : 2020 to Currently
- **COMPANY : NOBLE TYPEWRITING AND AUTOCAD INSTITUTE**  
Position : Administrator cum Accountant  
Duration : 2019
- **COMPANY : EDUCADD LEADERS QUALITY EDUCATION INSTITUTE**  
Position : Autocad – COORDINATOR – with typing instructor.  
Duration : 2018

### **JOB RESPONSIBILITIES:**

- Support the Quality & PMO Manager in improving Document Control and QA / QC processes & procedures in line with the project / business requirements.
- Manages and coordinates with project stakeholders for any document control related concerns.
- Set up the Document System in terms of new project documentations (procedures, processes, templates, application, etc).
- Check for accuracy and edit files, like project correspondences, project technical submissions, project contracts and any related documents.
- Manage the workflow of documentation within the internal and external stakeholders.
- Maintain confidentiality around sensitive information and terms of agreement.
- Handling petty cash & closing bills
- Making Invoices, LPOs, SOA & Quotations
- Data Entry & Mailing
- Making Testing & Commissioning reports
- Payments follow-up & AMC Payments

### **STRENGTHS:**

- Self motivated
- Hard working nature, ability to work comfortably in group.
- Positive attitude, Punctual
- Dedication to work and willing to take up responsibility.

### **PERSONAL DETAILS:**

Date of birth	:	07-11-1997
Nationality and Religion	:	INDIAN - ISLAM
Marital Status	:	MARRIED
Languages known	:	ENGLISH, HINDI, URDU & TELUGU
Visa Status	:	EMPLOYMENT VISA

**[KHAJA MOINUDDIN]**