**CURRICULUM VITAE**

**Syed Aleem Uddin Askari**

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**Subject: Application for the post of Document Controller**

**Summary:**

Looking for an entry level position in the company where I can utilize my knowledge gained during my Document Controller course.

**Brief Overview:**

As a **Document controller** we have to maintain project documents andensure that accurate information is distributed throughout an organization on time to the people who need it. In the construction industry we work with technical documents like blueprints and reports.

**Work Experience:**

**Currently working as a Document controller on the project of NOVEL- NON METALLIC SOLUTIONS MANUFACTURING UNIT in 3rd Industrial City of DAMMAM- Kingdom of Saudi Arabia.**

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**Seven and half years of experience in Riyadh-KSA**

Company: Zoofitech Co Ltd.-Riyadh, KSA

Position: **Store Keeper & Warehouse in charge**

Duration: Jan 2013 to July 2020.

**Responsibilities:**

* Responsible for the timely, accurate and efficient preparation and management of documents.
* To establish and maintain a centralized system for the control of company correspondence.
* Maintain up to date database register showing document details and revision status.
* Sorting and filing the documents.
* Storing and retrieval of both electronic and hard copy documents.
* Document identification and document distribution.
* All out of date documents are withdrawn from general circulation and either destroyed or marked superseded to prevent inadvertent use.
* To re issue the documents after a practicable change.
* To maintain an accurate record of any work that is carried out.
* To store the documents in such a manner that they are protected from damage and prevent loss.

**Academic Qualification:**

* Intermediate from ‘Vidya Dayini Boy’s Jr College’ in 2008

**Computer Proficiency:**

* Working knowledge of M.S.Office like WORD, EXCEL, OUTLOOK, Internet surfing
* Worked on a **SAGE ERP** software.

**Personal Details:**

* Name : Syed Aleem Uddin Askari
* Sex : Male
* Date of Birth : 18th May 1990
* Citizen : Hyderabad, India
* Religion : Muslim
* Marital Status : Married
* Passport No : U0705443
* Iqama : Transferable
* Date of Issue : 29th Jan 2020
* Date of Expiry : 28th Jan 2030
* Place of Issue : Riyadh

**Language Known:**

* English, Arabic, Hindi, Urdu

**Declaration:**

* The above mentioned details are true to the best of my knowledge.
* Hope the credentials satisfy your requirement and looking forward for further contacts.

Signature

Syed Aleem Uddin Askari