

MOHAMMED PERWEZ ANSARI

D O C U M E N T C O N T R O L L E R



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Al manar (riyadh) Saudi Arabia

Yassuwolrdcc.com

SKILLS

- Microsoft office
- concord software expertise
- Extremely organised
- Google drive
- Problem-Solving
- Computer skills
- Data maintenance
- Process implementation

EDUCATION

SECONDARY SCHOOL

B K D Zila High School
2013 - 2014

BACHELOR'S DEGREES

Lalit Narayan Mithila University
2016 - 2019

PROFILE

Dedicated document controller approx 05 Years of experience to work in a professional that will utilize & interpersonal skill and tools Allow enhancement of my abilities to it's full potential

EXPERIENCE

KAYANAT FACILITIES MANAGEMENT

Really Great Company

01-04-2022 to 27-06-2023 (till now)

- File documents in physical and digital records
- Proven work experience as a Document Controller or similar role
- Hands-on experience with MS Office and MS Excel
- Maintain confidentiality around sensitive information and terms of agreement

ALLEVIATE TECHNOLOGIES PVT.LTD

Really Great Company

21-12-2020 to 13-02-2022

- Review and update technical documents (e.g. manuals and workflows)
- Knowledge of Electronic Document Management Systems
- Check for accuracy and edit files, like contracts

DHEERAJ AVIATION GROUND EQUIPMENTS PVT.LTD

Really Great Company

14-04-2019 to 20-11-2020

- Familiarity with project management
- Proficient typing and editing skills
- File documents in physical and digital records
- Prepare ad-hoc reports on projects as needed