

Mohammad Shahid Iqbal

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Post Applied For

DOCUMENT CONTROLLER

Career Objective

- ❖ To work in such organization where I can share my previous experience for new innovations and bring new trends to benefit the organization and also to enhance my experience and expertise.

Working Experience

➤ **HYUNDAI ENGINEERING & CONSTRUCTION CO.LTD. (KUWAIT)**

Duration: Feb 2017 To Feb 2020

Designation: DOCUMENT CONTROLLER

Project: LNG import Project AL-Zour

Duties & Responsibilities:

- Copying, scanning and storing documents
- Checking for accuracy and editing files, like contracts
- Reviewing and updating technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare ad-hoc reports on projects as needed
- Hands-on experience with MS Office and MS Excel
- Knowledge of Electronic Document Management Systems (EDMS)
- Proficient typing and editing skills
- Data organization skills

➤ **NASSER S AL HAJRI (PETROCHEM)- (SAUDI ARABIA)**

Duration: JAN 2014 To MAR 2016

Designation: DOCUMENT CONTROLLER

Project: MAADEN WAAD SHAMAL PHOSPHATE

Duties & Responsibilities:-

- Copying, scanning and storing documents
- Checking for accuracy and editing files, like contracts
- Reviewing and updating technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement

➤ **Worked With GKC Project Limited , Jamshedpur as a DOCUMENT CONTROLLER Since Feb 2011 to 2013**

Duties & Responsibilities:-

- Copying, scanning and storing documents
- Checking for accuracy and editing files, like contracts
- Reviewing and updating technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement

➤ **Worked With TARAPORE& COMPANY as a DOCUMENT CONTROLLER with effect from October 2009 to December 2010**

Duties & Responsibilities:

- Copying, scanning and storing documents
- Checking for accuracy and editing files, like contracts
- Reviewing and updating technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients

Academic Qualification

- H.S.C With 52.0% (Maths with computer Science) From Jharkhand Academic Council Ranchi, Jharkhand.
- S.S.C With 72.2% from Jharkhand Academic Council Ranchi , Jharkhand.

Professional Courses

- Microsoft Office (Excel, Power point, Word and Outlook)
- Total Quality Control & Control Management

Technical Skills

- Excellent Communication Skills.
- Detail oriented, organized and quick learner.
- Client friendly behavior, confident in interacting with individuals from all nationalities and origins.
- Proficiency in both oral and written communication skills.
- High self-worth and able to build an excellent relationship within a team.
- Possesses high level of determination to succeed.

Personal Details

Date of Birth : 08th July 1991
Gender : Male
Nationality : Indian
Marital status : Single
Language know : English, Hindi & Urdu
Permanent Address : H no-39,RD no-14, Zakiragar Mango Jamshedpur (Jharkhand)
Passport No : V3893018
Date of Issue : 18/01/2022
Date of Expiry : 17/01/2032
Place of issue : Ranchi, Jharkhand

I hereby declare that all the information provided in my resume is true to the best of my knowledge.

Place: Jamshedpur

Mohammad Shahid Iqbal