

MOHAMMED ALI



**ADMIN ASSISTANT/
DOCUMENT
CONTROLLER/ DATA
ENTRY OPERATOR**

CONTACT

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OBJECTIVE

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

SKILLS

MS. Word – Advanced
MS. Excel – Advanced
MS. Powerpoint – Advanced
Outlook - Advanced
Win. XP – Intermediate
Data Entry – Advanced

WORK EXPERIENCE

**Document Controller
CMC Kuwait**

OCT 2018 – NOV 2018

My key responsibilities includes:

- Receive requests for information (RFIs) from contractors and forward them to the design team for answers. Send answers back to contractors.
- Ensure timely receipt of samples, submittals and shop drawings from contractors, forward to design team for review. Send back to contractor for revisions or, if approved, for their records.
- Issue any design changes received from the design team (site instructions) to contractors.
- Keep accurate records of the above: when documents are received, issued the general subject matter of each. Provide this information to the project manager in case of disputes.

**Project Secretary
Back Combined Company**

SEP 2018 - OCT2018

My key responsibilities includes:

- Preparation of QA/ QC and all Materials documents and submission and Preparation of Daily Reports.
- Custody of drawings and related Document
- Data entry Operation (Windows, Excel, Internet, Outlook and PowerPoint).
- Maintain incoming and outgoing mail log and distribution. Uses of Photocopy machine, FAX machine and scanner.

**Document Controller
SEG Qatar**

JUN 2017 – MAR 2018

My key responsibilities includes:

- Receive requests for information (RFIs) from contractors and forward them to the design team for answers. Send answers back to contractors.
- Issue any design changes received from the design team (site instructions) to contractors.
- Keep accurate records of the above: when documents are received, issued the general subject matter of each. Provide this information to the project manager in case of disputes.

**Admin Assistant
Wajda Telecom**

JAN 2016 – DEC 2016

My key responsibilities includes:

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Write letters and emails on behalf of other office staff

EDUCATION

HSSC

Integrated Indian School

Secretarial Course

International Institute of Computer Science
& Administration (IT Institute)

PERSONAL DETAILS

- **Father's Name:** Tariq Hussain
- **Date of Birth:** 31st December 1996
- **Nationality:** Pakistani
- **Marital Status:** Single
- **Languages:** English, Arabic, Urdu, Punjabi
- **Visa Status:** 18 (Transferable)