

MOHAMMED ZAFHIYYU

ADMIN/DOCUMENT CONTROLLER (5+ Years Qatar Experience)

+974 7049 7273

Doha, Qatar



mcmzafhiyyu@gmail.com

Valid QID with NOC

PROFILE

A Leadership position in a challenging Environment of Documents Controller in Administration where my knowledge and expertise in Procurement, Facilities & Event management can positively impact the organization that shall provide both Professional & Personal growth.

A Document Controller with a proven ability to establish, maintain an effective filing and archiving system for documents, electronic documents and files in accordance with company and archiving procedures. Possesses extensive knowledge of electronic data management systems and familiar with software.

EXPERIENCE

❖ **Document Controller at iReach Group International, Qatar.**

Duration: Apr 2023– Present



❖ **Admin/Document Controller at Skin Shine Medical Center, Qatar.**

Duration: Dec 2018– Dec 2022



❖ **Admin/Document Controller at Sierra Construction, Sri Lanka.**

Duration: Jan 2017 – Oct 2018



AREAS OF EXPERTISE

- | | |
|---|--------------------|
| ✓ MS Office (Excel, Word, Power Point...) | ✓ Page Maker |
| ✓ Outlook | ✓ Internet & Email |
| ✓ Photoshop | ✓ SAP |
| ✓ Illustrator | ✓ Aconex |

EDUCATIONAL QUALIFICATIONS

❖ **Diploma in Information Technology.**

NVQ Level – 04, Sri Lanka Youth Centre.

❖ **National Diploma Certificate Technology in Civil Engineering.**

NVQ Level – 05, Technical College.

❖ **Certificate in AutoCAD.**

The aCADDemy College of Architectural Engineering Technology.

❖ **Certificate in M.E.P Drafting.**

The aCADDemy College of Architectural Engineering Technology.

❖ **Diploma in Spoken English Language.**

Nenasala Campus.

❖ **Successfully Passed G.C.E Ordinary level in Sri Lanka.**

❖ **Successfully Passed G.C.E Advanced level in Sri Lanka.**

ROLES & RESPONSIBILITIES

- Document management and administration support.
- Copy,scan and store all the hard & soft copies of documents.
- Responsible for control/track/issue of complete documentation.
- Update the logs daily,weekly,monthly.
- Create cover page and templates.
- Review and maintain the accuracy of records.
- Receiving and sending mails and phone calls.
- Documents or files issuing and retrieving.
- Documents filing in physical and digital records.
- Ensure document up-to-date and accurate.
- Provide systematic filling system and keeping records to ensure that up-to-date information is available.
- Preparing incoming and outgoing letters,mails and sorting out mailers,bills,etc.
- Updating staff and workers records.
- Maintaining the time sheets.
- Submission of documents,drawings,letters and creating transmittal.
- Arrange and take minutes at meetings.
- Monitor and replenish office supplies,ensuring that necessary items are always available.
- Maintaining the front desk area clean and organized,ensuring it presents a professional and welcoming appearance.
- Handling mail and deliveries.
- Maintain visitor logs.
- Input data accurately into computer systems,databases,or spreadsheets as needed.
- Schedule and manage calendars,coordinate appointments and arrange meetings,including catering if required.
- Database management and update contact lists and databases.
- Support the HR department with tasks such as recruitment,onboarding paperwork,and employee record management.
- Maintain strict confidentiality regarding sensitive information,such as employee records and company data.

SKILLS & COMPETENCIES

- Proficient and accurate in data entry and management.
- Strong presentation, organization, communication and time management skills.
- Good interpersonal skills.
- Able to follow through with tasks promptly.
- Speak clearly and distinctly to convey correct and accurate information effectively.
- Sets priorities which accurately reflect the relative importance of job responsibilities.
- Excellent knowledge in project closes out procedures and responsibilities.
- Able to react quickly and effectively when dealing with challenging situations.
- Can perform at an advance level of word,excel and power point.
- Proven decision-making skills.
- Assisting departments with queries on documentation requirements & submission.

LANGUAGES KNOWN

- ✓ English
- ✓ Malayalam
- ✓ Tamil
- ✓ Sinhala

PERSONAL INFO

- ❖ N a m e : Mohammed Cassim Mohammed Zafhiyyu
- ❖ Nationality: Sri Lankan
- ❖ Passport No: N 8148424
- ❖ Sex: Male
- ❖ Civil Status: Single
- ❖ Status: QID with NOC
- ❖ Availability: Immediately

I hereby certify that all the particulars given above facts are true and accurate to the best of my knowledge.

Thank you.
Yours faithfully,
Mohammed Zafhiyyu