

ASLAM P M

ACCOUNTANT



✉ aslampmoosa@gmail.com

☎ +974 77224148

📍 Doha, Qatar

QID : 29435631449
DRIVING LICENSE : 29435631449
D.O.B : 11 Dec 1994

PROFILE

Highly recognized in the community, having 5 years of INDIA & Qatar experience as Document Controller / Administrator & I can meet the challenges that your company will entrust me. I am a recognized expert in the field of documentation.

SKILLS

- Communication
- Teamwork
- Working knowledge of construction documents, drawings and specifications, Submittals.
- Capable of understanding the interface between other systems (client, contractors, suppliers, etc.).

PROFESSIONAL EXPERIENCE

From:
03/2016

PHOENIX SKILL ACADEMY

Document Controller

To:
12/2019

Thriprayar, Kerala, India

Description:

- Standard Document Control function, Track the creation, update, approval and versions of documents of all types, ensure compliance with Quality Management Systems, become the focal point with regard to document tracking and distribution.
- Stamping seals on documents / drawings, Controlled Copy, Uncontrolled Copy, Master Copy, and Issued for Construction, Obsolete, etc.
- Maintaining log for Incoming & Outgoing documents / drawings.

From:
03/2020

SMINZ DOHA TRADING WLL

Accountant & Document Controller

To:
02/2022

NAJMA, DOHA

Description:

- Manage all accounting transactions.
- Visa stamping, ID renewal, vehicle Estimara Renewal, Etc.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements

From:
03/2022

STRUCTUREL QATAR WLL

Document Controller

To:
11/2022

WEST BAY, DOHA

Description:

- Maintaining Petty cash book
- Scanning in all relevant new documents
- Checking dispatch documents are accurate
- Hard copy and soft copy handling
- Assembled the office work

LANGUAGES

- English ★★★★★
- Malayalam ★★★★★
- Tamil ★★★★★
- Arabic ★★☆☆☆
- Hindi ★★☆☆☆

From:
11/2022

FIFA WORLD CUP Document Controller

To:
01/2023

DOHA

Description:

- Scanning in all relevant new documents
- Hard copy and soft copy handling

From:
01/2023

CONSTRUCT TRADING, CONTRACTING & SERVICES WLL

To:
PRESENT
WORKING

Accountant & Document Controller

MADINAT KHALIFA, DOHA

Description:

- Manage all accounting transactions.
- Reconcile accounts payable and receivable
- Maintaining Petty cash book
- Hard copy and soft copy handling
- Book keeping
- Assembled the office work

EDUCATION

05/2015 **BACHELOR OF BUSINESS ADMINISTRATION (BBA)**
Bharathiyar University

06/2017 **MASTER OF BUSINESS ADMINISTRATION (MBA)**
Human ResourceManagement
Bharathiyar University

PROFESSIONAL EDUCATION / TRAININGS

- **Microsoft Office - 2012**
- **PDIFAS Professional Diploma in Indian- 2017**
- **Tally- 2017**

DECLARATION: -

I hereby declare that details given by me in this application are up to my knowledge and belief true and accurate.