

## ►ABDUL SABOOR

Flat No. 805, Mahatta Building 4, Sharjah, United Arab Emirates.

Cell # +971556991558 **Currently Active**

+923088223935 (WhatsApp)

E-mail:abdul.saboar0801@gmail.com

Valid UAE VISIT VISA (Sharjah) 2 MONTH .



### Objectives

To work in challenging and professional environment for the purpose of good career and for the growth of organization.

### Skills and Strength

- Time management and organizational skills.
- Good communication skills.
- Self-motivated and out going.
- Ability to work as a part of team.

### WORK EXPERIENCE

GASCO OIL & GAS LTD. SUKKUR, PAKISTAN. MAY 2023 - NOVEMBER 2023.

Designation: Document Controller

Job Profile:

- Controlling company and project documentation.
- Following and improving document control procedures.
- Ensuring all documentation meets formal requirements and required standards.

- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals.
- Using computers to organize and distribute documents within a company.
- Ensure documents are shared at key times to facilitate timely project completion.
- Maintaining the record of update 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**.

GASCO OIL & GAS LTD, Thar, Pakistan, August 2021 - December 2022

Designation: Document Controller

Job Profile

## Personals

Father's Name	: MUHAMMAD AAMIRO
Date of Birth	: AUG 23, 2001
Place of Birth	: HYDERABAD (Sindh, Pakistan)
N.I.C #	: 41303-0671381-1
Passport #	: BT5023812
Status	: SINGLE
Religion	: Islam

## Education

Associate Engineer - Mechanical (DAE)

Bachelor of Science (B.Sc)

## Computer Skill

MS word, MS Excel, Microsoft outlook, internet & other computer programs