M Arshad Ali Butt

Document Controler

Contact

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Date of Birth:
June 01, 1985.

Marital Status:
Single.

Languages

- English
- Arabic
- Urdu
- Punjabi

Summary

Professional Document Controller, office management and record keeping personal having wide range of experience in project management system, office management, document controlling & filling and office record keeping activities,

Experience

Document Controller   January, 2017 to December, 2023

Time Electro & Contracting Co. (LLC), Abu Dhabi-UAE.

- Maintain Logs for all submitted delverables and NCRs.
- Copy, scan and store documents, Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams, Create templates for future use
- File documents in physical and digital records
- 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

Document Controller   May, 2009 to December, 2016

JC Royal Contracting Co., Lahore-Pakistan

- Maintain Logs for all submitted delverables and NCRs.
- Copy, scan and store documents, Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams, Create templates for future use
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Document Controller   November, 2006 to April, 2009

Bu Haleeba Contracting LLC, Dubai-UAE

- Maintain Logs for all submitted delvirables and NCRs.
- Copy, scan and store documents, Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams, Create templates for future use
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Education

Secondary School Certificate (Matriculation)   1999-2000

Board of Intermediate & Secondary Education, Lahore-Pakistan