



MOHAMED SALMAN.H

CONTACT

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PERSONAL DETAILS

Date of Birth : 05/07/2002
Marital : Unmarried
Status
Nationality : Indian
Passport : T5525598
Visa status : Visit visa (until July 20)

SKILLS

*Advanced understanding of basic office application, including MS OFFICE(word, powerpoint, outlook).
*strong communication and organisation skills.



OBJECTIVE

I want to secure a challenging position that allow me to get perfection field.so I want to work with a progressive organisation where I could utilize my knowledge and skill for mutual growth of company and me.

EXPERIENCE

Document Controller	July 2022 -
Zoraid Technology	March 2023
<ul style="list-style-type: none">◦ Developing and implementing processes related to document control and management.◦ Checking the quality and accuracy of document.◦ Scanning, copying and updating documents using document management software.◦ Creating and maintaining filing systems and reports.◦ Distributing and retrieving document for authorized personal.◦ Ensuring the security and confidentiality of documents.◦ Disposing of records at the end of their life cycle.	

EDUCATION

Bachelor of computer application (BCA)	2019-2022
Bharadhidhasan university	
85%	

KEY STRENGTH

Good communication
Teamwork
Time management
Responsibilities

CERTIFICATION

- Certification of Basic python programming.
- Certification of Android programming.

DECLARATION

I hereby declare that the information are true and correct to the best of my knowledge and belief.

Best Regard

MOHAMED SALMAN H