



# MOHAMED SALMAN.H

## CONTACT

Deira, Dubai.  
+971-554379362  
mohamedsalmankhan123@gmail.com

## PERSONAL DETAILS

Date of Birth : 05/07/2002  
Marital Status : Unmarried  
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
- 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  
Bharadhidasan 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