

# Md Imtiyaz Ansari

## OBJECTIVE

Dedicated and detail-oriented professional with a passion for ensuring accuracy and efficiency in document management. Seeking a Document Controller position to leverage strong organizational skills and technical expertise in maintaining document control systems and facilitating smooth document workflows within a dynamic organization.

## EXPERIENCE

- Document Controller**

28/08/2022 - 10/12/2023

Pakridayal Honda Automobile

  - Assisted in the organization and maintenance of electronic and physical document repositories.
  - Assisted with data entry, file organization, and document management tasks.
  - Supported the administrative team in various office duties, including scheduling appointments and managing correspondence.
  - Supported the creation and updating of document control procedures and guidelines.

## EDUCATION

- 12th**

2018 june

KHALSA HIGH SCHOOL

60%
- Bachelor of Commerce in Business Management**

Graduated: [ Feb, 2024 ]

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

61%

## CONTACT

 Village -Saratha Post-Bahlolpur  
Police Station -Dhaka,East  
Champanan,Bihar - 845418

 +919748546438/+919279947072

 amdintiyaz637@gmail.com

## SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) •
  - Strong attention to detail and accuracy in document management •
  - Ability to organize and maintain document repositories effectively •
  - Excellent communication and interpersonal skills •
  - Quick learner with a proactive approach to problem-solving
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## ACHIEVEMENTS & AWARDS

CERTIFICATE OF COMPLETION -  
(Document Controller and EDMS ) By  
[UDemy], [ April 21, 2024

## LANGUAGES

English  
Hindi  
Bengali

## INTERESTS

Organization

Technology

Attention to detail

Continuous learning

Team collaboration

Community involvement