

CURRICULUM VITAE

Muhammad Khalid Khan

Document Controller / QAQC

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Career Objectives:

Seeking a quality environment where my knowledge can be shared and enriched, looking for the opportunity where, I can improve my quality and development skill, contribute to achieve goals set by the company inefficient manner; fulfill the requirement of quality objectives and to make substantial contribution for the growth of organization.

Professional Education:

- BS Geology (2014-2018)
The University of Haripur
- Bachelor in Education (2020-2022)
Sarhad University of science and Information Technology

Work Experience in Qatar:

Job Title Document controller/QAQC
Employer Pioneer Laboratory Company
Duration Feb 2024 – Present

Duties & Responsibilities: -

- Review, scan, and electronically file all MTR (Material Test Reports)
- Performing quality control on all projects, writing reports and making recommendations for improvement.
- Handles customer complaints.
- Retrieve files as requested by employees and clients
- Assists in NCR containments, short term and long term corrective actions.
- Responsible for controlling non-conforming products.
- Investigates all internal quality non-conformances in all sections and recommends disposition of non-conformance.
- Verifies that stated corrective actions on customer complaint have been done on monthly basis.
- To Control the management system documents.
- Manage the flow of documentation within the organization
- Induction for new employee.
- Identifying potential problems and notifying the relevant stake holders in a timely manner.
- Maintain and control QAQC files.

Work Experience in Pakistan:

Job Title **Admin/ Clerk/ Document controller**
Employer **Dar-e-Arqam Children Academy**
Duration **Jan 2020-July 2023**

Duties &Responsibilities: -

- Copy, scan and store documents
- File documents in physical and digital records and ensure appropriate storage.
- Create templates for future use
- Enter and withdrawal of student data to school software.
- Making template of Birth certificate, school leaving certificate etc.
- Maintain confidentiality around sensitive documentation.

Skills:

- Multi Task Ability
- Strong interpersonal skills
- Excellent communication skills
- Customer care service
- Quality Control
- Quality Management
- Report writing
- Proficient in Microsoft office
- Email communication

Language:

- English language cert certified
- Hindi conversational
- Urdu Fluent
- Pashto Native