

Mohamed Siraj

Document Controller

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Summary

Dedicated and detail-oriented professional with a goal to secure a challenging position in logistic and warehouse operations. With a background in safety and compliance at Arabilla Trading & Contracting Co, I have experience in verifying injury reports, creating safety data reports, inspecting production equipment, conducting emergency response drills, and ensuring compliance with Department of Labor regulations. I aim to contribute my skills in managing and optimizing supply chain processes, ensuring timely and cost-effective product delivery. Additionally, I have a proven track record of maintaining and repairing electrical wiring and equipment, fixtures, and systems, showcasing my commitment to enhancing efficiency, reducing costs, and improving overall productivity within the logistics ecosystem.

Working Experience

Safety Officer
Arabilla Trading & Contracting Co. W .1 .1
Doha, Qatar

10/2022 – 05/2023

- Verifying the injury reports are submitted to the concerned person or team
- Creating analytical reports of safety data
- Inspecting production equipment and processes to make sure they are safe
- Ordering repairs for unsafe and/or damaged equipment
- Frequently conducting emergency response drills among the workers
- Ensure that regulations from Department of Labor inspectors are followed

Document Controller
Arabilla Trading & Contracting Co. W.1.1 Doha, Qatar

02/2017 – 10/2022

- Set up, copy, scan and store document
- Document storage
- Management of document security
- Distribution of document

Professional Qualifications

- ACCA - Institute of Chartered Accountants.
- ISHO Certification - Green international Institute of Health & Safety
- Professional Aconex certificate in document control Qatar

Skills and Competencies

- Proficient in Microsoft Office Packages.
- The ability to multitask
- Organizational Skills
- Time Management and Prioritization Skills
- Continuous Improvement Mindset
- Quick learner with a proactive approach.
- Excellent communication skills

Personal Details

Name : Nasoordeen Mohamed Siraj
Nationality : Sri Lankan
Gender : Male
DOB : 14th June 1997

Languages

- English
- Hindi
- Tamil
- Sinhala