



# Mohamed Saleem

## Document Controller

With 11 years of experience in the UAE, I have a background in data entry (4 years), document control (7 years), and 5 years of experience in India. I am skilled in tackling challenging tasks and possess a proven track record of delivering exceptional results.

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☎ 0558542139

📍 Dubai, United Arab Emirates

## WORK EXPERIENCE

### Document Controller

#### ETA Ascon & Alghurair group companies

12/2014 - 04/2017

Estimation Department

Dubai

##### Achievements/Tasks

- Responsible for managing tender documentation, including Tender drawings, specifications, Post Tender Clarification, Addendum and BOQ etc.
- Proficient in creating and formatting various communication documents.
- Experienced in preparing Pre Qualifications
- Demonstrated expertise in maintaining a file room for tender documents.
- Skilled in registering and filing internal and external documents for proper document control.

### Store Data Entry- Facility Management

#### ETA Ascon & Alghurair group companies

10/2008 - 12/2014

Facilities Management System

Dubai

##### Achievements/Tasks

- Monitoring Quantity and Quality of Good received
- Maintaining and update purchasing records
- Preparing Various Stock Report and Maintaining filing of records
- Prepare the re-order level, minimum level and Danger Level
- Prepare monthly report for Material Manager
- Perform other related duties as assigned or requested.

### Document Controller

#### ETA Ascon & Alghurair Group companies

10/2005 - 10/2008

ALMAS TOWER PROJECT- Jebel Ali - Dubai

Dubai

##### Achievements/Tasks

- Managing and controlling project documents, including Shop drawings, Materials Submission Documents, Project specifications, incoming and outgoing documents, & correspondence letters etc.
- Preparing an Excel based document like Drawing submittal log & Material Submittal Log & Transmittal Form, RFI etc.
- Distributing documents to team members, clients, subcontractors, and stakeholders is vital for successful project management.

## SKILLS

Higher - Type Writing

MS. Office

Multitasking Abilities

Filing System

File Mngement

Technical proficiency

Advannce Excel with update

## EDUCATION

### Higher Secondary School

#### Course Completed

Chennai. India

### Personnel Details

Date of Birth: 06-03-1978

**Sex: Male**

Marital Status : Married

**Religion- Islam**

Nationality - Indian

**Place - Budamanglam - Tamilnadu**

Institution/Place of Education

## LANGUAGES - ENGLISH TAMIL HINDI

Passport No-U2984401

Elementary Proficiency

Date of Issue-31-12-2020

Native or Bilingual Proficiency

Date of Expiry-30-12-2030

Full Professional Proficiency

Visit Visa up to March 1st 2024

Native or Bilingual Proficiency