SAJID ULLAH

(MEP&CIVIL) Document Controller

PERSONAL INFORMATION

Address
Al Nahda-2 JMS Building 1201
Dubai,UAE

Contact
+971547824604
amazonprimesale50@gmail.com

Date of Birth
28.02.1989

LANGUAGES

English
●●●●●●●

Arabic
●●●●○○

Urdu
●●●●●●●

SOFTWARE SKILLS

Adobe Photoshop
●●●●●●●

Microsoft Outlook
●●●●●●●

Microsoft Office
●●●●●○○

Autodesk AutoCAD
●●●●●●●

PERSONALITY

Communicative
Punctuality
Creativity
Organized

PROFILE &OBJECTIVE

I am a punctual and motivated individual who is able work in a busy environment and produce high standards of work. I am an excellent team worker and I am able take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

EDUCATION

03.2012 - 06.2014
Allama Iqbal Open University
B.A (Fine Arts)

EXPERIENCE

SECUREX SECURITY CONSULTANCIES LLC
Admin & Document Controller

01.2018 - 10.2022
AHMED RASHID AHMED TECHNICAL SERVICES LLC
Admin & Document Controller

04.2015 - 10.2017
ALKHAYAM ALMALAKY CONTRACTING LLC
Document Controller

SKILLS

✔ Quality Assurance and quality Control
✔ Project Documentation
✔ MS Office Tool (Word, Excel, Power Point & Outlook)

PROJECTS EXECUTING

ARADA Project: GYM, Bounce Club and Back of House buildings at Madar Phase2-Aljada-Sharjah

HOODTECH Residential Building(B+G+3P+13+R)

NASAQ Project: AL Jada Development NASAQ Residential Building(B+G+7/8/9 Floors (N1 to N6)