

Shabraiz Zubair



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Core Competencies

Strong IT skills in MS office including outlook, excel and word.

Good attention to detail.

The ability to multitask.

Highly organized.

Excellent communication skills.

Proficient typing skills.

Minute taking.

Client Coordination

Personal Data

Date of Birth: 27-02-1999

Languages Known: English,

Urdu, Hindi, Punjabi

Address: Dubai

Nationality: Pakistan

Visa Status: Employment.

Driving License: N/A

Marital Status: Single

Soft Skills

Time Management

Negotiation

Problem-Solving

Creative

Decision-Making

Attention to detail

Technical Skills

Microsoft Office Suite

Microsoft PowerPoint

Education

Matriculation

2014 - 2016

Intermediate

2017 - 2019

Professional Computer Course

2019

Reference

References shall be provided upon requests

CURRICULUM VITAE

Post Applied For

Camp Boss Cum Asst. Document Controller

Job Objective:

A document controller is a controller responsible for the timely, accurate and efficient preparation and management of documents. They control the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents produced by technical teams, projects or departments.

Professional Summary:

A highly organized and detail-oriented professional with extensive experience in document control and administrative/clerical support. Skilled in managing and maintaining documents, organizing and filing records, and providing administrative support to ensure smooth operations.

Working with Kabri International Contracting Co. LLC as a Asst. Document Controller/Data Entry clerk from June, 2023 to till date

Client: DMCC

Consultant: Stantec Engineering.

Contractor: Kabri International Contracting LLC

Work Experience

Illama Iqbal international Airport (CSF) Lahore Pakistan

Duration:-February 2021 To October 2022

Responsibilities (Asst. Doc Controller).

- ❖ Manage and maintain all controlled company documents
- ❖ Update and control procedure documents and forms
- ❖ Create and manage document hierarchy and process systems
- ❖ Take charge of all document identification, classification, and filing
- ❖ Frequently conduct document audits confirming they are current and accurately reflect recorded evidence
- ❖ Ensure revised documents are accessible
- ❖ Assist with communication during external audits
- ❖ Conform to company enforced specifications and document control procedures
- ❖ Train document control clerks and delegate and oversee their tasks
- ❖ Train employees in the company's-controlled document processes to ensure correct handling of documents from the ground up
- ❖ Oversee document through its entire lifecycle (inception to archival)
- ❖ Check and edit incoming documents and prepare for distribution
- ❖ Create document filing and organizing systems that are both effective and efficient
- ❖ Ensure proper organization and security of documents (paper and electronic)
- ❖ Log document requests and help retrieve documents as needed for employees
- ❖ Make available, notify and distribute documents to relevant recipients
- ❖ Confirm delivery of documents to proper personnel
- ❖ Collaborate and communicate with managers and project leaders

Responsibilities (Camp Boss).

- ❖ Perform maintenance activities such as repair work, plumbing, painting carpentry, cleaning and electrical works.
- ❖ Supervise staff plans, menus and prepare food supply orders.
- ❖ Keep record of store and arrangements for garbage disposal.

Skills.

- ❖ Administration skills
- ❖ Be thorough and pay attention to detail
- ❖ Able to work well with others
- ❖ Able to use your initiative
- ❖ Knowledge of the English language
- ❖ Able to accept criticism and work well under pressure
- ❖ Flexible and open to change
- ❖ Able to carry out basic tasks on a computer or hand-held device