

ZUNED SAYED

POST APPLIED FOR: DOCUMENT CONTROLLER



Mobile No

+971 581031673 (UAE)

Dubai - UAE

Personal Profile

Name : Zuned Sayed
Gender : Male
Nationality : India
Date Of Birth : 30/08/1992
Marital Status: Single
Languages :

- English
- Hindi

Passport Information

Passport No : N4161831
Issue Date : 20/10/2015
Expiry Date : 19/10/2025
Visas Status : Employment

License Details

License No : 4461855
Date of Issue : 28-03-2023
Date of Expiry : 28-03-2030
Place of Issue : Dubai -UAE
Category : Light Vehicle.

Objective

To be associated with a well-established company that will provide good opportunities for my growth and career advancement. To handle challenging jobs that will enhance my analytical ability and decision making.

Skills

- Work experience as Document Controller
- Work experience as an Accountant
- Hands-on experience with accounting software
- Advanced MS word, Excel, PowerPoint skills
- Experience with general ledger functions
- Strong attention to detail and good analytical skills

Educational Qualification

- ❖ BCA: Bachelor of Computer Application
- ❖ 12th Passed

Work Experience

- ❖ Working as Document Controller with Quad Dream Contracting Company Dubai-UAE for 1 year.
- ❖ Worked as Document Controller with Prime Security Group Dubai -UAE for 2 Years.
- ❖ Worked as Document Controller with National Paints Dubai- DUABI for 1 Year.
- ❖ Worked as Accountant with Matheen Traders Mumbai- INDIA for 7 Years.

Duties and Responsibilities

- Manage basic accounting transactions.
- Manage all Documents in Office.
- Copying Scanning and storing documents.
- Checking accuracy and Editing files like contracts.
- Reviewing and updating technical documents
- Typing Contracts, archiving files.
- Ensure timely bank payments.
- Retrieve files as requested by employees and clients.
- Maintain confidentiality around sensitive information and terms of agreement
- Manage the flow of documentation within the organization
- Comply with financial policies and regulations

Declaration

I hereby declare that the above-mentioned information is correct to best of my knowledge and belief. I bear the responsibility for the corrections of the above mentioned particular.

Zuned Sayed