

CURRICULAM VITAE



MOHAMED AATHIL

**Administrator/Document
Controller**

Email:

Aathilmhd@gmail.com

Total Gulf Experience:
04 Years

CONTACT #

UAE +971 501295296

PERSENOAL DETAIL

Date of Birth - 01.04.1991

Nationality - Sri Lankan

Passport # - N3622578

Visit Status - Visit

CAREER OBJECTIVE

Highly skilled individual with ability to support and perform a wide range of administrative duties and demonstrate the knowledge and skills necessary to provide service appropriate to the organization requirements. Coming with 04 years of administrative experience, an International Business Mgt and computer proficiency that include Word Processing, Spreadsheet and Database.

KEY SKILLS

- Ability to work both as a team and independently to meet given
- Accuracy
- Clerical
- Time Management
- Extensive Internet Experience
- Knowledge of office Administration

EXPERIENCES

**M.H.M Al-Muftah Est Facilities and Maintenance: Doha-Qatar– 2017
To 2020 as an Admin Clerk**

- Maintaining *petty cash work order and preparing petty cash statement*
- Reconciliation on accounts related works and preparing summary
- Compiling, maintaining, and updating company records
- Managing office inventory and working with vendors to ensure the regular supply of office materials
- distributing reports and managing the correspondence between the office (accounts dept) and external bodies (Qatar Sports and cultural Ministry)
- Compiling and maintaining records of office business transactions
- Operating office equipment including printers, copiers, fax machines and multimedia instruments

**Anwari Contracting and Trading Co; – Doha - Qatar from Feb 2014
to 2015 March as a Document Controller**

- Implement and maintain document control processes and procedures
- Develop and maintain the document management system
- Manage all flows of document either in electronic form or on paper support
- Ensure document management accordingly to established or standards (document numbering, formats, issuance, review, dispatch, recording and archiving)
- Maintain and manage electronic and hard copy documents required
- Process incoming and outgoing documentation

ACDEMIC QUALIFICATION

- Certificate in Auto cad draftsman (2d &3d)
- Certificate in MEP Draftsman
- Certificate in Data Entry Operator -NAITA
- National Certificate in Information and Communication Technology (NVQ Level)
- Certificate in Human Resource Management
- Diploma in human resource management
- Diploma in business management

EXTRA CURRICULAR ACTIVITIES

- Member of civil security society
- Member of PRF (Promising Relief Front) social association

OTHER SKILLS

- Auto cad 2d 3d & MEP package
- MS Office package
- Excel
- Word
- Power Point
- Fluent in English

REFERENCES AVAILABLE UPON REQUEST