

Curriculum Vitae

MOHAMMED FURQHAN NADEEM

Mobile : +971589156869
Email : send2furqhan@gmail.com
Languages known : English, Urdu, Telugu, & Hindi

Objective

To work under the competitive & progressive environment in the field Document controller towards the growth and development of dynamic organization where opportunities to grow both personally and are simple and where I can utilize my skills effectively and efficiently and Looking for new and challenging position where my exacting skills and experience enabling Organizational and personal growth.

Core Competencies

- Excellent planning and organizational skills in cooperation all aspects from inception through completion.
 - Assists in documentation control & Receiving emergency call.
 - Assist in preparing and managing documentation internally/by subcontractor
 - Distinction of successfully working on ERP Microsoft NAV
 - Prepared employee timesheets and expense reports contract employees
 - Data entry through Share File, and Excel, entered up to 50 documents daily
 - Handled all hard copy and electronic filing
 - Responsible for all invoicing to and from clients and vendors
 - Booked executive travel and held multi-company catered meetings bi-monthly
 - Proficiency in English, Urdu and Hindi gives an edge to handle different cast of people.
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COMPUTERSKILLS:

- Windows XP, 7, 8 & 10 Operating Systems.
 - Oracle , Microsoft NAV, ERP Beams
 - PC Troubleshooting, Installation of Hardware and Software.
 - Internet-Email
 - MS Office
 - Key board skills: Having Keyboard skills @ 35 WPM.
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Professional Experience

Projector coordinator Cum Document controller | Orbit galaxy contracting and maintenance LLC,
Dubai
| SEP-2020 – DEC-2021

Responsibilities:

- Manage and maintain all controlled company documents.
- Access and upload information into ERP Microsoft NAV as record by daily basis.
- Handled the task of responding to internal and external document as required.
- Prepared employees timesheets on ERP Microsoft NAV & Beams.
- Vehicle services reports preparing by daily basis.
- Preparing inspection report monthly, quarterly, half yearly & yearly.

- Follow up with contractors in regards to new projects and collection.
- Ensure proper organization and security of documents (paper and electronic)

Early Experience

Feb2018 - Jan2020

- COMPANY: ADROIT NEO TECH SOLUTIONS (INDIA) PRIVATE LIMITED
- Position Held: Call center operator (SALE'S)

Responsibilities:

- Answering or making calls to customers and introducing them with our new product.
- Understand customers requirement and give them the suitable plans.
- Make confirm sale, to reach monthly targets.
- Invoicing and follow up with customers with regards to collections.
- Collaborate and communicate with managers and project leaders.

Academics

Intermediate | Board of intermediate education | Hyderabad, India

Graduate Diploma in Fire & Safety | GEMSTECH International Institute PVT. LTD. | Hyderabad, India

- Hard working nature, confident.
- Willingness to learn new things and quick learner.
- Ability to deal with people diplomatically.
- Capable of accepting challenging tasks.
- Ability to work in group and adaptable to any situations

Personal Details:-

Name : Mohammed Furqhan Nadeem

Father's Name : Mohammed Ibrahim

D.O.B : 01-12-1995

VISA Status : Residence visa valid till 13-02-2023

Declaration:

I hereby declare that the above mentioned information is correct to the best of my knowledge.

(MOHAMMED FURQHAN
NADEEM)