

CURRICULUM VITAE

J.SATHAM HUSSAIN

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OBJECTIVE:

Looking for the challenging opportunity in your organization where I can serve with my innovative thoughts and skills. Seeking for a challenging environment in the field which encourages a person's creativity.

ACADEMIC QUALIFICATION:

- **Diploma in Computer Technology** (2007 –2010) from Subramanian Polytechnic College, Pudukkottai, Tamilnadu, India.

PROFESSIONAL SKILLS:

Operating System : Windows 98, Windows XP, Windows 8.
Office Packages : MS Office (Word, Excel & PowerPoint), **Aconex & M – Files.**

WORK EXPERIENCE:

- Worked as a **Technical Assistant** from Feb' 11 to Aug' 12 at Advanced Computer, Pudukkottai Tamil Nadu, India.
- **Computer Operator** in Restorent Alimaju. Sdn Bhd. from Aug' 12 to Oct' 13.Selangor, Malaysia.
- **Document Controller** in Gulf Drug LLC. From May' 15 to till now. Dubai.

RESPONSIBILITY IN PREVIOUS JOB:

1. Maintenance / Computer Service
2. System Assembling
3. Software Installing / Software Maintenance
4. Hardware Troubleshooting

RESPONSIBILITY IN CURRENT JOB:

1. Copying, scanning and storing documents
2. Checking for accuracy and editing files, like contracts, Payment Applications & Invoices
3. Reviewing and updating technical documents (e.g. manuals, Workflows, Payment Applications & Invoices)
4. Distribute project-related copies to internal teams
5. File documents in physical and digital records
6. Create templates for future use
7. Retrieve files as requested by employees and clients
8. Manage the flow of documentation within the organization
9. Maintain confidentiality around sensitive information and terms of agreement
10. Prepare ad-hoc reports on projects as needed
11. Work in strict co- operation with the Project Manager to ensure Project Progress status integration.

PERSONAL PROFILE:

Father's Name : JAHUBAR SATHICK
Date of Birth : 23.11.1990
Sex : Male
Nationality : Indian
Languages known : English, Tamil, Malay, Hindi & Malayam
Typing Knowledge : English and Malay.

PASSPORT DETAILS:

Passport No : J1266573
Date of Issue : 15.02.2011
Date of Expiry : 14.02.2021
Visa Status : UAE Dubai (Employment)
Permanent Address : India
Reference : Will be provide upon request

DECLARATION:

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

Place:

Date:

(J.SATHAM HUSSAIN)