

MOHAMMED ABDELGADER IBRAHIM SHAIBO



PERSONAL INFORMATION

Dubai, United Arab Emirates

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Sex Male | Date of birth 13/04/1992

Nationality Sudanese | Religion Muslim

LANGUAGE

- Arabic : Mother tongue
- English: Intermediate

SKILLS

- Communication Skills
- Teamwork
- Computer skills
- Problem solving
- Positive Attitude
- Perform report

SOFTWARE

- Microsoft Office
- Primavera P6
- Revit
- AutoCAD

SUMMARY

Qualified document controller with extensive experience in maintaining the accurate records of company documentation, receive calls and produce electronic or hard copies reports. Competitive skills in computer networks design and administration. Seeking a challenging document controller position. To work with a reputable company, to gain experience and to acquire professionalism in my career also to rise my knowledge and skills.

EMPLOYMENT

Ikhbary Facility Management ltd.

Document Controller 1/Jul /2018 – 1/Apr /2022

- Edit or review documents to meets formal requirements and required standards
- Store and input documents into a records system.
- Catalogue documents inputs in a database.
- Preparing of meetings tasks include filing, scanning, faxing, composing reports, conducting research and data entry.
- Organize and distribute documents within a company network.
- Close follow-up of work procedures and make copies of administrative publications.
- Review team emails and appointments.

Khartoum Refinery Company ltd.

Document Controller 3/Jan /2018 - 20/Jul /2018

- Daily and monthly reports of the health, safety and environment.
- Review and modification for health, safety and environment documents and procedure.
- Assistance for Internal auditor, meet and review the external auditors to insure all (ISO) requirements improved.
- Check and receive personal safety equipment and gases testing devices.
- Matching equipment to occupational health, safety and security systems, taking into account the company's general information.

EDUCATION

Bachelors of Engineering (Honours) in Mechanical Engineering

Sudan University of Science and Technology (Khartoum, Sudan)
(2009 - 2014)