



# MAHAMMAD SALAHUDDIN

## Document Controller

Detail-oriented Document Controller with 5+ year of experience in managing, organizing, and maintaining comprehensive documentation systems. Proficient in document control software such as Aconex, Procore, and Microsoft SharePoint, with a strong ability to ensure compliance with industry standards and regulatory requirements. Skilled at collaborating with cross-functional teams to support seamless information flow, safeguard document integrity, and maintain project timelines. Known for strong organizational abilities, accuracy, and a commitment to upholding data security and confidentiality.

## CONTACT

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- Doha - Qatar
- challusalahu777@gmail.com
- Passport - R6021261
- Visa - Visa transferable
- QID - 29635644521
- <http://linkedin.com/in/mahammad-salahuddin-2531411a4>

## SKILLS

- Data Entry
- Bookkeeping
- Financial Analysis
- Excel Proficiency
- Time Management and Organization
- Communication
- Hard Working
- Self-Motivated Team Player

## CORE QUALIFICATION

- Technical (MS Office, Tally)
- Accounting Knowledge
- Customer Service
- Advance formulas (AAT, ACCA, CPA)

## EDUCATION

- Mangalore University College**, Mangalore, Karnataka, India, 2019  
**Master of Business Administration (MBA.IB): International Business**
- Mangalore University College**, Mangalore, Karnataka, India, 2017  
**Bachelor of Commerce (B.COM): Accountancy**
- Nishara PU College**, Mangalore, Karnataka, India, 2014  
**PUC: Commerce**
- Government High School**, Mangalore, Karnataka, India, 2012  
**SSLC: Secondary Education**





## WORK EXPERIENCE

Document Controller, 11/2022 – 09/2024

MOSANADA, Facilities management services, Doha, Qatar

- Maintain and manage documents for easy retrieval and safe storage.
- Ensure documents are accurate, up-to-date, and comply with company standards.
- Organize, categorize, and label documents systematically for accessibility.
- Monitor document versions, revisions, and ensure only the latest versions are in use.
- Distribute documents to relevant personnel promptly as needed.
- Coordinate with various departments to gather, review, and upload documents.
- Conduct regular audits to ensure document integrity and compliance.
- Set up security measures for confidential or sensitive documents.
- Train and support staff on document control procedures and systems.

## LANGUAGES

<b>English:</b>	C2
	
Proficient	
<b>Hindi:</b>	C1
	
Advanced	
<b>Malayalam:</b>	C1
	
Advanced	
<b>Kannada:</b>	C2
	
Proficient	

Administrative assistant, 09/2019 – 10/2022

LULU Sarees and Readymade, Mangalore, Karnataka, India

- Oversee the day-to-day operations of the office and maintain a well-organized workspace.
- Manage calendars, schedule meetings, and coordinate appointments.
- Handle incoming and outgoing communications, including emails, phone calls, and correspondence.
- Prepare, edit, and maintain documents, reports, and presentations.
- Enter and update data in databases and systems, ensuring accuracy and completeness.
- Order and maintain office supplies and handle inventory control.
- Maintain and organize both physical and electronic records and files.
- Provide administrative support to executives, including managing special projects and tasks.

## PERSONAL DETAILS

Date of Birth : 19/08/1996  
Nationality : Indian  
Material Status: Unmarried  
Passport No : R6021261  
Date of Expiry : 15/10/2027  
Visa Status : Transferable

## ACHIEVEMENTS

- Won second place in HR Competition conducted at the Inter-collegiate Fest 2016.
- Participated in college level Quiz competition and Business plan events.
- Actively participated in sports.
- Participated in district-level Inter-Collegiate football competition.

## DECLARATION

I have enclosed my resume for your review, and I hereby declare that I have furnished the information to the best of my knowledge.

Regards,

**MAHAMMAD SALAHUDDIN**