

1202 Leland Avenue
Bronx, New York 10472
(347) 968 - 5353
uddinwork@gmail.com

AMAD UDDIN

PROFILE Results oriented employee with extensive experience providing skilled operations support. Dedicated to keeping files current, organized and ready for team members. Great attention to detail and multitasking abilities.

EXPERIENCE

FILING REPRESENTATIVE

GC EXPEDITING

NEW YORK, NEW YORK

July 2016-November2020

Managed job folders/spreadsheets and conducted all aspects of code consulting for the firm. Prepare all documentation for the building department and regularly correspond with the building department to assure that projects are approved. Perform regular clerical duties as needed.

FREELANCE DRAFTSMAN/FILING REPRESENTATIVE

NEW YORK, NEW YORK

January 2014-June 2016

Drafted design drawings, shop drawings, and construction documents for clients. Prepared all documentation for the building department. Collaborated with architects, contractors, and clients to assure that projects were a success.

EDUCATION

2013

BACHELOR OF TECHNOLOGY

NEW YORK CITY COLLEGE OF TECHNOLOGY, BROOKLYN NEW YORK

SKILLS & INTERESTS

Microsoft Word • Excel