

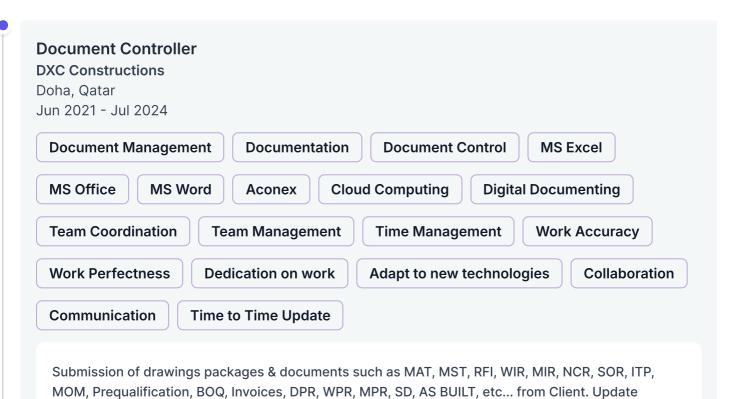
# **Mohamed Humam Zubair**

- Document Controller
- Jeddah, Makkah Province, Saudi Arabia
- **\( \superstriangle +966 503432078 \)**
- https://humamsubair.github.io/My...



Dedicated IT professional with 6+ years in document control, pursuing a Master's degree. Holds a BSc in ICT and HND in IT. Proficient in Aconex, SharePoint, and EDMS.

Skills
Documentation
Microsoft Power Point Microsoft Office Microsoft suite Data Management Aconex
Cloud Computing Digital Documentation Team Management Team Coordination
Time Management Dedication on Work Time to Time Update Collaboration
Communication
Work Experience



maintain databases, and produce logs, transmittals, and other reports as required. Page 3 of 4 •
Implement Document Control Procedures in line with the Company's Integrated Management System and ensure all documentation provided meets Client and quality requirements. Preparing internal

&Entering in System and distribution in accordance with Project Matrix in ACONEX. • Receive, track, and monitors documents using standard document management programs to register documents,

https://www.leetcv.com/s/resume 1/4

vouchers and coordinating with Finance and Cost Control Department. • To maintain the entire life cycle of Submittals, Documents, and Drawings including all revisions. • Responsible for procedures necessary to assure that all documents/drawings/ manuals provided for construction areas are maintained to the most up-to-date revisions. • Log drawings, documents, manual information, and all subsequent revision will also be entered. • Update the revision of the drawings/documents into the master lists and in the database records

## **Document Controller**

KM/KM/ Leader Ashraff Vidyalaya

Kalmunai, Sri Lanka Apr 2021 - Sep 2022

**Manual and Digital Documentation** 

**MS Word** 

MS Excel

**Time Management** 

**Document Control** 

**Data Entry** 

Collaboration

Communication

Managed both manual and computer-based document systems, enhancing organizational efficiency and accuracy in record keeping.

Performed data entry and compliance reporting for audits, ensuring adherence to school policies and minimizing audit-related issues .

Collaborated with administration, teachers, and staff to assess documentation needs, resulting in improved support and streamlined processes across the school.

Maintained confidentiality and security protocols for sensitive information, ensuring maximum protection of crucial data and compliance with regulations.

Assisted in timely document retrieval for meetings and audits, which facilitated efficient operations and decision-making processes within the organization .

### **Projects**

# Automated Car Parking System

Jun 2020 - Dec 2020

Arduino

**Electronic Components** 

**IR Sensors** 

**LCD Display** 

- Developed an individual project utilizing Arduino and IR sensors to create a parking slot indicator tailored for densely populated urban areas, significantly reducing search time for available parking.
- Engineered a user-friendly interface for real-time parking slot availability, enhancing user experience and contributing to smarter city solutions.
- Conducted extensive testing and calibration of IR sensors to ensure accuracy and reliability, resulting in a performance improvement in urban parking management systems.
- Collaborated with local city planners to align project goals with community needs, fostering support for innovative urban mobility solutions.

https://www.leetcv.com/s/resume 2/4

• Documented project findings and presented outcomes to academic peers, demonstrating the potential impact on traffic management and urban planning.

### **Education**



### Master's Degree

Uva Wellassa University Of Sri Lanka

Aug 2024 - Aug 2025

**Information Technology** 

Score - Reading



## **Higher National Diploma**

Sri Lanka Institute Of Advanced Technological Education (SLIATE)

Apr 2018 - Jan 2021

**Information Technology** 

Score - 3.7 CGPA



#### **Bachelor Of Science**

Rajarata University Of Sri Lanka

Dec 2015 - Feb 2019

**Information Communication Technology** 

Score - 2.06 CGPA

#### **Courses**



## **Certificate in English for Job seeker**

Hardy College of Technology - Sri Lanka

Jul 2013 - Dec 2013



## **Certificate in Communication English**

**KDMC Nanasala** 

Sep 2012 - May 2013

### **Certifications**



## Introduction to Javascript <a>C</a>

Solo Learn

Sep 2023 - No Expiry



### Introduction to Python [2]

Solo Learn

Mar 2023 - No Expiry



## Introduction to Java 🖸

Solo Learn

Mar 2023 - No Expiry



## Java Intermediate 🗹

Solo Learn

**Professional Experiences** 

Preferences		
110101011000		
Data Entry Operator	Document Controller	Data Processing Coordinator
Administrative Assista	nt Data Administrator	
Social Media		
Github		
in LinkedIn		
Language		
	Read Write	Speak
Tamil	<b>/</b> /	✓
English		✓
Arabic	<b>✓ ✓</b>	✓
Causes		

Higher Education