



MD YOUSUF ALI

Document Controller

(Having 5+ years' Experience and seeking role for suitable position)

 mdyousufali20267@gmail.com

 +971569687652

 Abu Dhabi, UAE



PROFILE

Father's Name : Md Jalal Uddin
D.O. B : 08th Aug 2000
Nationality : Bangladeshi
Marital Status : Single
Passport NO : A00385061
Visa Type : Employment
Visa Valid : 08 April 2025



SKILLS

MS EXCEL	★★★★
MS POWER POINT	★★★
ORACLE	★★
MS ACCESS	★★
MS WORD	★★★
ZYLAB	★★★



LANGUAGE

ENGLISH	FLUENT
ARABIC	BASIC
HINDI	FLUENT



OBJECTIVE

Highly Motivated B.A graduate with Administration and Office Support Professional with 5+ Years experience providing Outstand staff Service.

High Performing and Creative. Able to relate easily to staff and colleagues. Seeking role for an Environment where to explore my ideas which can be shared with an exposure of team members



EDUCATION

Bachelor of Arts (BA Degree) Islamic Arabic University 67 % Aggregate year	Higher Secondary Certificate (HSC) Sonaimuri Hamidia Kamil Madrasah 74 % Aggregate year
---	--



WORK EXPERIENCE

Naffco Electromechanical Co. L.L.C
Document Controller
May – 2021 to till Now



My Role:

- Collaborated with purchasing and logistics teams to ensure seamless inventory operations and timely deliveries.
- Managed inventory documentation for a diverse range of products, ensuring accuracy and completeness of records.
- Conducted regular inventory audits and reconciliations, resolving discrepancies promptly to maintain stock levels.
- Identified areas for process improvement and implemented measures to enhance inventory control efficiency.
- Utilized inventory management software to streamline data entry and analysis processes, reducing manual efforts.
- Generated comprehensive inventory reports for management, providing insights into stock movement and forecasting needs.
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals.



WORK EXPERIENCE



SKYNET COMPUTER LLC

Office Coordinator



Mar 2020 to Mar 2021

My Role:

- Preparing & Maintaining Employee Timesheet on Monthly Basis
- Maintaining Petty Cash
- Preparing Purchase Requisition, LPO and Requesting service Letter
- Maintaining All Employee Personal Record like ID card info, Vacation Record and PPE Records
- Tracking and Maintaining all Expenses and Service
- Submit Extra Overtime by month
- Maintaining All records in Soft Copies and Hard Copies
- Consolidating Overall Reports
- Responsibility of HR related works updating sheet, Leave application of the office employees

Modern IT & Digital Studio

Computer Operator



April 2019 to Mar 2020

My Role:

- Monitor and manage computer systems and networks to ensure optimal
- Maintain accurate logs and documentation of system operations, issues, and resolutions.
- Assist in the implementation of new software and hardware installations
- Participate in disaster recovery planning and testing.
- Performing preventative maintenance.
- Attempt to replicate reported technical problems and look for solutions



ACHIEVEMENTS



- ❖ Awarded as Best Employee of the Month
- ❖ Awarded as Best Customer Champion of the Month



AREAS OF INTEREST



- ❖ Administration
- ❖ Purchase
- ❖ Dispatch
- ❖ Logistics
- ❖ Customer Service
- ❖ Operation
- ❖ Project



PERSONAL SKILLS



- ❖ Good communication skills.
- ❖ Comprehensive problem-solving abilities
- ❖ Ability to deal with people diplomatically
- ❖ Conducting events successfully
- ❖ Strong team player and Team builder
- ❖ Attention to detail
- ❖ Critical Thinking

✓ Declaration

I hereby declare that the above written particulars are true and correct to the best of my Knowledge and Belief

Date :

Place:

Signature

Md Yousuf Ali