**MOHAMMED HANIF KHOKAR**



##### Mobile Number: lNDIA 919119304779 Email [Address:hanifkhanl40@gmail.com](mailto:hanifkhanl40@gmail.com)

CAREER OBJECTIVES:

To secure a position in the company where I can contribute my skills and experience and be a part of a team that helps achieve the organization.

WORK EXPERIENCE:

HAMST ALMASEEF FOR CONTRACTING (KSA)

Industry Position Held : Duration Actual Duties

Construction Company

DOCUl\iIENTCONTROLLER

From june-2015 to july 2016

► Secretarial jobs like in/out correspondences,typing memos.

► Keeping all related documents in an organized manner.

► Record file active in the records database.

##### ISTA.i UL FOODSTUFF TRADL G LLC SHARJAH UAE

Industry Position Held Duration

Foodstuff Company

DOCUl\iIENTCONTROLLER

From Feb-2012 to March2014

## OGER ABU DHABI- P.O.Box no 84376 Al Ain UAE

Industry Position Held Duration Actual Duties

Construction Company

DOCUl\iIENT CONTROLLER

From July-2007 to Feb2011

► Keeping all related documents in an organized manner.

► Record file active in the records database.

► Retrieve and distribute files and documents upon request.

► Handled the timely and accurate filing and retrieval oflegal documents.

► Responded to requests for information. Relocated files.

► Prepared correspondence as needed.

► Responsible for clerical duties related to technical documentation of procedures and practices.

► Responsible for sending and receiving faxes, filing, ordering supplies, maintaining files including storage

and handling.

## RAJ CONSTRUCTION COMPANY- Jaipur (Rai), India

Industry Position Held Duration Actual Duties

Construction Company

ASSISTANT DOCUl\iIENT CONTR OLL ER

From Jan-2006 to Apr 2007

► Following the instructions of Head Document controller.

► Clerical duties related to technical documentation, Drawings and Diagrams.

► Responsible for sending and receiving faxes, filing, ordering supplies, maintaining files including storage

and handling.

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##### EDUCATIONAL ATTAINMENT:

► BACHELOR OF ARTS DEGREE

University of Raj astha n

Rajasthan

1997-1999

►

HIGHER SECONDARY SCHOOL CERTIFICATE

Board of Ajmer Rajasthan.

1995-1996

►

S ECONDARY SCHOOL CERTIFICATE

Board of Ajmer Rajasthan .

**1994-1995**

► MICROSOFT OFFICE CERTIFICATE

IICE Institute

Fatehpur Shekhawati (Raj)

**1999-2000**

►

AUTO CAD CERTIFICATE

►

LA ND SURVEYOR CERTIFICATE

Brilliant Computer & Education Society Fatehpur Shekha wati (Raj) 20B -2014

**COMPUTER SKILLS:**

► Comprehensive knowledge of using Microsoft Office

# ►

► I ntem et

► Email

► Media Mixing

* ! • MS - Wor d
* ! • MS-Excel

MS-Power Point MS-Outlook

Database MS/Access

Good Experience in lntemet Surfing and getting required information. Having adva nced kn owledge in using mail tosend and r eceiver equired data Pr esentations, Audio Video Editing & Ulead CD-DVD Picture Show etc.

### PERSONAL PROFILE:

**Father's name** Sex Nationality Date of Birth Marital Status Religion

**Langua ges lmow**

Mohammed lbrnhim Khokar Male

Indian

05-01-1979

Manied Muslim

English, Hin di, Ur du & Basic Arabic

### PASSPORTDETAILS:

Declaration:

Passpo1·t no. Pia ce of issue Date of issue Date of expir y

J4189463

Abu Dhabi 12-08-2010

11-08-2020

#### I here by certify that the above infonnation is hue and coffect to the best of my knowledge and belief.

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