



# Noshad Butt

Document Controller

## PERSONAL INFORMATION

- > Father Name : Shahbaz Ahmed
- > Marital Status : Married
- > D.O. Birth : 26 Jun 1987
- > Religion : Islam
- > Domicile : Sindh, (Karachi)
- > Nationality : Pakistan
- > CNIC No : 42301-4303159-7

## HOBBIES

- > Books Reading
- > Net Surfing
- > Playing Cricket

Add: House # N-242, Street # 4,  
Sector 48/B Korangi 2 2/1  
Karachi, Pakistan  
BOX # 74900.

Tel: +923110454532

Email: noshadbutt@gmail.com  
noshad\_butt64@ymail.com

## OBJECTIVE

*I am seeking challenging position that best utilizes my skills, vast experience and allows opportunities for my personal growth as well as to contribute and be an asset for the development of company.*

*I have over 9 years experience working in the capacity of Document Controller and worked with various companies such as Construction and Military. I have worked with different Document Management System and Software.*

## MY KEY SKILLS:

### Proficiencies

Knowledge of Accounts, Presentation, Standard Office procedures and excellent verbal / written correspondence with good typing speed.

Proficient in Documentation, Administrative Assistance & Secretarial.

Good knowledge of PC and Microsoft platform. (Excellent knowledge in MS Office Package such as MS Word, MS PowerPoint, MS Excel & Outlook).

## EXPERIENCE

June 2014 to Present

**Osmani & Company (Pvt.) Ltd**

**Project: DHA City Karachi**

### Document Controller

- > Responsible for all project documents, transmittals, submittals, IPC and correspondences and ensures proper distribution.
- > Maintain a number of files and record in a systematic manner for review and retrieval.
- > To make presentation on power points during the visit of higher officials / visitors.
- > Managing and screening appointments, minutes of meetings and memos.
- > Perform administrative works to the project team.
- > Act as Project coordinator and as a Personal Assistant to Chief Project Manager.
- > Monitor proper classification & sorting of documents, achieving and retrieval in accordance with existing procedure.
- > Liaise with QS, Chief Surveyor, Planning Engineer & Design Coordinator Managers in formulation procedures and work flows in line as per Project requirement.
- > Assists with the development, implementation and interpretation of project document control procedure.
- > Job description is the same with my previous job here under.

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Document Controller

May 2009 to June 2014  
**Station Headquarters Malir Cantt**  
**Pakistan Army**

Lower Division Clerk

Job Description:

- > Routine / controlling of documents, maintain proper distribution, maintaining file lists etc.
- > Maintain different files and records in a systematic way for review and retrieval.
- > Follows-up outstanding responses from different officials to streamline the correspondence.
- > Responsible for all incoming and outgoing correspondence.
- > Maintains files, data input, distribute internal and external documentation, to arrange drivers and carrying out other tasks.
- > Monitor proper classification & sorting of documents, achieving and retrieval in accordance with headquarters document procedure.
- > Liaise with under command units in formulating procedures and works.

## EDUCATION

2009 to 2010

**Govt. Islamia Art & Com College**

Graduate in B.Com  
> Karachi University

2009 to 2010

**INFRA Professional Training Centre**

Certificate in Computer Hardware & Networking (D.I.T)  
> Gulshan-e-Iqbal, Karachi

2008

**Institute of Computer Education House (Registered)**

D.I.T (Office Automation Diploma)  
Korangi, Karachi

## REFERENCES

References are available upon request.

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