

# MOHAMMED HANIF KHOKAR

Mobile Number: **INDIA** 919119304779

Email Address: [hanifkhan140@gmail.com](mailto:hanifkhan140@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 : Construction Company

Position Held : DOCUMENT CONTROLLER

Duration : From June-2015 to July 2016

#### Actual Duties

- Secretarial jobs like in/out correspondences, typing memos.
- Keeping all related documents in an organized manner.
- Record file active in the records database.

### ISTANBUL FOODSTUFF TRADING LLC SHARJAH UAE

Industry : Foodstuff Company

Position Held : DOCUMENT CONTROLLER

Duration : From Feb-2012 to March 2014

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

Industry : Construction Company

Position Held : DOCUMENT CONTROLLER

Duration : From July-2007 to Feb 2011

#### Actual Duties

- 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 of legal 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 (Raj), India

Industry : Construction Company

Position Held : ASSISTANT DOCUMENT CONTROLLER

Duration : From Jan-2006 to Apr 2007

#### Actual Duties

- 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.

## EDUCATIONAL ATTAINMENT:

- BACHELOR OF ARTS DEGREE  
University of Rajasthan  
Rajasthan  
1997-1999
- HIGHER SECONDARY SCHOOL CERTIFICATE  
Board of Ajmer  
Rajasthan.  
1995-1996
- SECONDARY SCHOOL CERTIFICATE  
Board of Ajmer  
Rajasthan.  
1994-1995
- MICROSOFT OFFICE CERTIFICATE  
IICE Institute  
Fatehpur Shekhawati (Raj)  
1999-2000
- AUTO CAD CERTIFICATE
- LAND SURVEYOR CERTIFICATE  
Brilliant Computer & Education Society  
Fatehpur Shekhawati (Raj) 2013-2014

## COMPUTER SKILLS:

- Comprehensive knowledge of using Microsoft Office
  - ❖ MS-Word
  - ❖ MS-Excel
  - ❖ MS-Power Point
  - ❖ MS-Outlook
  - ❖ Database MS/Access
- Internet : Good Experience in Internet Surfing and getting required information.
- Email : Having advanced knowledge in using e-mail to send and receive required data
- Media Mixing : Presentations, Audio Video Editing & Ulead CD-DVD Picture Show etc.

## PERSONAL PROFILE:

Father's name : Mohammed Ibrahim Khokar  
Sex : Male  
Nationality : Indian  
Date of Birth : 05-01-1979  
Marital Status : Married  
Religion : Muslim  
Languages know : English, Hindi, Urdu & Basic Arabic

## PASSPORT DETAILS:

Passport no. : J 4189463  
Place of issue : Abu Dhabi  
Date of issue : 12-08-2010  
Date of expiry : 11-08-2020

### Declaration:

I here by certify that the above information is true and correct to the best of my knowledge and belief.