Muhammad Awais

Document Controller, Admin

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D.O.B.: 28 May, 1982
Nationality: Pakistan
Language: Urdu & English

OBJECTIVE

I seek a long-term & thriving professional career with an illustrious company that will use my skills, loyalty, integrity, creativity, passion and drive to strengthen its technical and / or managerial base and endow me with the tools and opportunity to achieve the highest standards of professional excellence.

SKILLS

- Managing Accounts with Microsoft Excel
- Composing/Editing Microsoft Word Microsoft Excel
- Managing VAT in UAE
- Printing, Scanning, PDF Editing / Creating
- Installation of Windows 7, 10, 11
- System Troubleshooting
- Hardware and software installation
- Data processing
- Communication skills
- Documentation skills
- Equipment maintenance
- Problem solving skills
- Ability to focus
- Typing skills
- Understanding of computer networks (LAN, WAN, and computer networking)
- Ability to create and update documentation.

WORK EXPERIENCE

Document Controller / Admin
Furqan & Ishtiaq Technical Services L.L.C, Dubai (June 2022 – Present)

Responsibilities:
- Handling & Manage Accounts of Customers
- Making quotations for various customers.
- Making Invoices, Bills & Delivery Challan.
- Maintaining computer equipment and inventory and organizing repairs
- Maintaining files hard copies (Letters / L.P.O)
- Scanning Documents & Printing
- Submit VAT report

Computer Operator / Admin Asst
Chishty Traders, Lahore (May 2007 – May 2022)

Responsibilities:
- Preparation of complete tenders.
- Making quotations for various customers.
- Making Invoices, Bills & Delivery Challan.
- Installation of various software and other operating programs.
- Maintaining computer equipment and inventory and organizing repairs as needed.
- Maintaining files hard copies (letters / purchase orders)
- Performing backup procedures to reduce the risk of data loss.
- Scanning Documents & Printing

Computer Operator / Document Controller
Buraq Spinning Mill, Lahore (2004 – 2006)

Responsibilities:
- Maintaining computer equipment and inventory.
- Maintaining files hard copies (letters / purchase orders)
- Performing backup procedures to reduce the risk of data loss.
- Scanning Documents & Printing

Computer Operator
Printech Printing Press, Lahore (2002 – 2003)

Responsibilities:
- Searching and communication with pharmaceutical companies.
- Maintaining files soft and hard copies
- Performing backup procedures to reduce the risk of data loss.

Education

Punjab Board of Technical Education, Lahore	[2003]	
Diploma Computer Science		
Punjab Board of Technical Education, Lahore	[2001]	
Textile		
Board of Intermediate & Secondary Education, Lahore	[1999]	
Matriculation Science		