

CURRICULUM VITAE

MD SARFARAZ NAWAZ

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CAREER OBJECTIVE: -

Looking for a career that provides me with a continuous working and learning Environment with a challenging position that will utilize my qualifications and help me in constructing my career.

WORK EXPERIENCE: -

Bin Hafeez General Contracting Company L.L.C (U.A.E) (Aug 2018 to July 2020)

Designation: - Document Controller

- Maintain confidentiality around sensitive information and terms of agreement.
- Manage the flow of documentation within the organization.
- Log document requests and help retrieve documents as needed for employees.
- Retrieve files as requested by employees and clients.
- Review and update technical documents (e.g. manuals and workflows).
- Collaborate and communicate with managers and project leaders.
- Make available, notify and distribute documents to relevant recipients.
- Take charge of all document identification, classification, and filing.
- Distribute project-related copies to internal teams.
- Collect, scan and upload documents following set procedures.
- Maintaining office equipment as needed.
- Check and edit incoming documents and prepare for distribution.
- Creating, maintaining, and entering information into database.
- Performing Administrator clerk duties and errands.
- Documents problems and actions by completing production logs.

Gita Vihar Developers, Patna (Jan 2015 to May 2018)

Designation:- Office Clerk

- Determines sequence of operations by studying production schedule.
- Prepares equipment for operations by accessing software in computer; loading paper into printers and plotters; preparing for output.
- Starts operations by entering commands.
- Maintains operations by monitoring error and stoppage messages; observing peripheral equipment; entering commands to correct errors and stoppages; reloading paper; making adjustments in process; notifying supervisor for additional resources.
- Documents problems and actions by completing production logs.
- Resolves user problems by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintains client confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Provide general information to staff, clients, or the public.

ACADEMIC QUALIFICATION: -

- **Bachelor of Computer Application (BCA) From B.R.A.B University.**
- **Diploma in Drug & Pharmacy from GS Paramedical College.**
- Intermediate from B.S.E.B, Patna.
- Matriculation from B.S.E.B, Patna.

TECHNICAL SKILLS: -

- Certificate Course of Computer Applications and know of MS Office word power point MS Excel familiar with Internet.
- Certificate Course of Computer Hardware Replacement Parts.
- Certificate Course of Diploma in Computer Application (DCA).
- Diploma Certificate Course in **Tally (ERP)9.0**

LANGUAGE PROFICIENCY: -

- **ENGLISH** :- Speak, Read and Write.
- **HINDI** :- Speak, Read and Write.
- **URDU** :- Speak, Read and Write

KEY SKILL: -

- Ability to take initiative actions for achieving better results.
- Polite and Punctual.
- Communication Skills.
- Dedicated towards my work.

ACHIEVEMENT: -

- Participated in various cultural activities at University level.
- Won various prizes on Sport Competition in District level during School as well as after School.
- Participated in Debate & Quiz Competition on Regular basic at a college level.

LEISURE TIME INTEREST: -

- Reading Newspaper, Novels & Interacting with people.
- Playing football & Cricket.
- Google new things on Internet.
- Spend Time With Friends and Family

PERSONAL DETAILS: -

Father's Name :- **Md Salahuddin Ayubi**
Date of Birth :- **20th Jan 1995**
Marital Status :- **Married**
Nationality :- **Indian**

DECLARATION: -

I hereby certify that all the information mentioned above is true to the best of my knowledge and belief.

(MD SARFARAZ NAWAZ)