

MOHAMED SANOOS

DOCUMENTS CONTROLLER.



CITY: DOHA-QATAR.

E-MAIL: sanoosrock070@gmail.com

MOBILE: +974 312 92 241

CARRER OBJECTIVE:

Continuous development in career and enhancement of professional knowledge through continuous learning, experience commitment to work and being an effective team player to make a greater contribution to the organization.

PROFILE:

I have Successfully Completed Diploma in Airline Fares/E-Ticketing, Marketing, Reservations, GDS, Airports operation & Cargo at Airline Ticketing Academy in Colombo - Sri Lanka. I'm looking for a suitable position in an organization where I can utilize my knowledge.

PERSONAL SUMMARY:

A documents controller cum data entry operator with a proven ability to establish and maintain an effective filing and archiving system for paper documents, electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of: electronic data management systems, electronic filing systems, etc.

currently looking for a suitable position as a documents controller/ data entry operator in an organization where I can utilize my knowledge.

EXPERIENCE

Jun' 2017 to Oct' 2019

DOCUMENTS CONTROLLER CUM DATA ENTRY OPERATOR.

FOR FUTURE - SRI LANKA.

Key Responsibilities:

- Responsible for establishing and maintaining an effective documents control system.
- Scanning in all relevant new documents.
- Responsible for maintaining hard copy information.
- Ensuring that all documentation is accurate, up to date and accurately distributed relevant parties.
- Maintaining a tracking facility to enable documents to be updated easily.

Jan' 2012 to Nov' 2015

DATA ENTRY OPERATOR.

AL-RALLY CAR ACCESSORIES & SPARE PARTS - QATAR.

Key Responsibilities:

- Perform general data entry using Microsoft Excel.
- Entering, updating, and verifying Purchased / Sales Invoices.
- Entered data on the computer system and ensured accuracy of all information.

ACADEMIC QUALIFICATION

- G.C.E Ordinary Level
- G.C.E. Advanced Level

PROFESSIONAL QUALIFICATION

- DIPLOMA IN AIRLINE TICKETING FARES AT INTERNATIONAL AIRLINE TICKETING ACADEMY (IATA), SRILANKA.
 - E - Ticketing, Reservation
 - Marketing
 - GDS
 - Tours
 - Airport Operation and Cargo
- COMPUTER APPLICATION ASSISTANT AT TERTIARY VOCATIONAL EDUCATION COMMISSION, SRILANKA.
- DIPLOMA IN IT & E-COMMERCE AT E SOFT METRO CAMPUS, SRILANKA.

AREAS OF EXPERTISE

OFFICE IT SKILLS



DATA MANAGMENT



DATA ENTRY



LANGUAGES

TAMIL



ENGLISH



SINHALA



HINDI



ARABIC



KEY SKILLS

- Strong IT, and communication skills.
- Utilizing a range of office software, including email and spreadsheets.
- A comprehensive understanding of health and safety regulations.
- Able to react quickly and effectively when dealing with challenging situations.
- Proven decision making skills.
- Profound ability to go by the organizational strategies and rules.

PERSONAL DETAILS

NAME: A.R. MOHAMED SANOOS

PROFILE: MALE 26^{AGE} NOVEMBER 05,1993^{DOB} SINGLE

NATIONALITY: SRILANKAN

CURRENT LOCATION: DOHA – QATAR

PASSPORT NO: N4449763

VISA STATUS: TRANSFERABLE VISA WITH NOC

DRIVING LICENSE: I HAVE VALID SRILANKAN DRIVING LICENSE

MOBILE: +974 312 92 241

E-MAIL: sanoosrock070@gmail.com

I do hereby declare and affirm that the above particulars furnished by me are true and accurate to the best of my knowledge

Yours Truly

Mohamed Sanoos