

M.I.PEER MOHAMED

Contact Number: +974 7783 2022

E-mail ID: peermohd4788@gmail.com

OBJECTIVE

To pursue opportunity to maximize my leadership qualities & knowledge and contribute towards organizational effectiveness. Responsible for establishing and maintaining a effective document control systems. Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties.

Experience:

Company Name: **The Globe Radio Company, Tamilnadu, India.**

Designation: Document Controller cum Assistant HR

Duration: Feb 2012 to Jan 2017

Employee Strength: 165

About Company:

The Globe Radio Company manufacturing various pulp and paper machineries to large scale paper mills in India also exported such machinery. The company specialty is precision finished high speed slitter rewinder, which could be considered as an import substitute machine. Globe rewinders have a special reputation in Indian paper mill circle and abroad. More than 170 rewinders have been installed for proven satisfied performance at various paper mills in India also have been exported to countries U.A.E., Kuwait, Saudi Arabia, Iran, Bangladesh, Srilanka, South Africa, Kenya and Nigeria.

Summary of Skills in Document Controller:

- Experience in document control, document imaging, document archiving, and maintenance of electronic and physical documents
- Excellent command over written and verbal English
- Skilled in reviewing and preparing statistics and reports
- Ability to interact and coordinate with internal and external business partners
- Proficient with MS Office (Excel, Word, Outlook, & Power Point).
- Strong interpersonal, analytical, and teamwork skills

Roles & Responsibilities for Document controller:

- Planned, controlled and directed the document control functions for a mining study.
- Organized and reviewed project deliverables with the engineering team and monitors quality to ensure all documents conform to established standards and procedures.
- Trained project personnel in automation tools and document control procedures.
- Store and maintain company documents in both electronic and physical forms
- Scan, image, index, and organize documents project wise
- Follow process and principles of company's document lifecycles procedures
- Archive, control, and retrieve records as and when needed
- Keep records of project details, meeting minutes, technical specifications etc.
- Classify, sort and categorize documents in alpha-numerical order
- Control issuance of documents and seek proper approval for the same from senior authorities
- Review completeness, accuracy, and authenticity of documents
- Perform quality check on documents by following document control processes
- Performed responsibilities of file migration and assisted in auditing
- Trained junior employees in maintaining, retaining, and retrieving documents
- Performed destruction and disaster recovery as demanded by the situation and management
- Performed activities of quality control of documents and validation of test reports
- Maintained and retrieved data in and from spreadsheets
- Controlled distribution of documents to internal departments and sought proper explanation
- Minimized risk impact on losing documents and maximized project opportunities
- Prepare Quotations, Proforma Invoices, Sales Invoices, Despatch Letters and official covering letters.
- Prepared employee timesheets and expense reports for 10 contract employees
- Data entry through Excel, entered up to 100 documents daily
- Handled all hard copy and electronic filing
- Responsible for all invoicing to and from clients and vendors
- Created power point presentations for executive quarterly reviews with clients/vendors
- Booked executive travel and held multi-company catered meetings bi-monthly
- Performs the necessary filing.
- Assists in documentation control.
- Performs all computer operation/encoding as instructed by my immediate superior.

- Assist in preparing and managing documentation internally/by subcontractor
- Ensure accessibility, traceability and accuracy of documents.
- Control workflows management and documents distribution.

Summary of Skills in Assistant HR:

- Analyzing the requirement of organization.
- Analyze the quality people and contact them through phone, Email.
- Recruit the people and perform various recruitment steps.
- Maintain the existing employees and take the feedback from them.
- Assist the accounts department for making the salaries of employees, making fast formulas in excel.
- Make the coordination with various departments.
- Present the suggestions for the seniors of employees and implement their order.
- Train the new employees.

Roles & Responsibilities for Assistant HR:

- Responsible for end-to-end recruitment
- Joining formalities and induction trainings
- Updating Head count, absenteeism and Attrition report in HRIS
- Forecasting and planning of man power requirements
- Screening and short listing of profiles using various sources of recruitments like Job portals, Employee referrals, Campus recruitments
- Calling for interviews and conducting the selection process
- Conducting induction formalities and on boarding programs
- Taking Payroll, Calculating ESI, PF, TDS, Professional Tax and other deductions.
- Identifying training needs during Performance appraisal
- Preparing Annual training calendar
- Preparing skill matrix for trainees and Workman
- Facilitating training programs for executives and trainees
- Taking the corrective actions based on the feedback
- Conducting disciplinary action procedures
- Compliances under Factories Act
- Compliances under ESI Act
- Compliances under Contract Labour (R&A) Act
- Compliances under Tamilnadu Minimum wage rules
- This includes maintaining forms and submitting returns
- Involved in standardizing job/role/position description for all the supervisors and management staffs
- Handled and involved in walk-in interviews and campus recruitments independently
- Handled internal audit, ISO Audits.
- Involved in identifying Trade Union bearers
- Was part of Long Term Settlement (LTS)

ACADEMIC QUALIFICATION:

Course	Board/ University	Institution	Year of Completion	Class
MBA (HR)	Manonmaniam Sundaranar University	Sadakathullah Appa College, India	April 2011	I st Class
BSC Info-Tech	Manonmaniam Sundaranar University	Sadakathullah Appa College, India	April 2009	I st Class
HSC	State board Tamilnadu	Schaffter Higher Secondary School, India	March 2006	I st Class
SSLC	State board Tamilnadu	M.D.T Higher Secondary School, India	March 2004	II nd Class

PERSONAL DATA

Name : Peer Mohamed
Email : peermohd4788@gmail.com
Mobile : +974 7783 2022
Date of Birth : 04/07/1988
Nationality : Indian
Visa Status : Visit (valid from Jan 2018 to Apr 2018)
Education : Master of Business Administration-HR (MS University)