

MOHAMMED RAFI

Document Controller / Or a Suitable Job

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CURRICULUM VITAE

Career Objective

Seeking a challenging environment that encourages continuous learning and creativity provides exposure to new ideas and simulates personal and professional growth.

- Worked in AL-AIN In [STRATA AEROSPACE CO. \(MUBADALA\)](#) in [U.A.E.](#) as a Document Scanner Through Sawaeed Employment LLc. from April 30th 2011 to till 20thSep 2012
- Worked in [BAHRAIN PROJECT](#) Through SPECK SPATIAL TECH LTD. On Contract International Agencies Co. Worked as [Team Leader](#) in [Ministry of Housing](#). From Dec24th 2007 to 2010 Sept.
- Worked in [DUBAI](#) [MULTI GRAPHICS](#) as Assistant Graphic designer 9 months
- Working in [CRC Construction Re Constructions](#) as Storekeeper 1year from 10th Feb 2015 to up till.
- Worked [in Doha Neon in Qatar](#) as Machine operator from 12th April 18 to 5thFeb 2019.

Education Qualification

- SSC Passed

Technical Qualification

- DIPLOMA in COMPUTER HARDWARE & Electronics, in CT&T CURRENT TRENDS & TEKNIKS
- AUTOCAD in CAD CENTRE
- CATIA R15 in RAM SYS INSTITUTE in HYDERABAD Andhra Pradesh. 500003.

Technical Skills

Operating System : Win 98/2000/XP/Vista / Win7

SOFTWARES : Ms-Office / CorelDraw (Basic knowledge in Illustrator)

: AUTOCAD- 2006, Civil & 3D Modeling

: CATIA - Tools Designing

Position of DOCUMENT SCANNER in Mubadala & Strata Alain

Receiving and distributing incoming and outgoing documentation.

Scanning, indexing and logging incoming and outgoing documents into Opentext Livelink.

Distributing, scanning, indexing, filing, and archiving documents such as material submittals, drawings, financial contracts, and financial documents.

Filing and archiving program related documents.

Assisting the program staff to familiarize themselves with Opentext Livelink.

Ensuring efficient retrieval and tracking of program documents, both electronically and in paper copies.

Ensuring that reference materials are properly maintained in the Program Technical Library.

Supporting the records management needs for all projects during the closeout and archiving phases.

Ensuring all document control activities at here to the document control procedures.

- Segregating of files
- Scanning Documents & mailing
- Arranging Documents, Invoices, Bills through date voice
- Photo copy
- Lamination
- Spiral binding & etc.

JOB DESCRIPTION: IN BAHRAIN

PROJECT : Survey of Land Registration Bureau (SLRB) BAHRAIN (MINISTRY OF HOUSING)

SOFTWARE : Oracle - AUTO CAD Operator on GIS Mapping, Database / DOCS (Digital Office Document Systems)

CLIENT : SLRB BAHRAIN (Ministry of Housing.)

Description : Hard copies of Cadastral job files, land registration of bureau from 1978 to 2010. Sizes: A4 to AO, Larger than AO sizes.

This project involves Document Scanning for SLRB BAHRAIN MINISTRY OF HOUSING

Effectively operate a high speed desktop scanner and corresponding software Perform quality assurance by review of each page to ensure scanned document is accurate and complete as per administrative reliability.

Perform file transfer of scanned file to a central server (File Transfer Protocol/FTP) Caliber of Computer Hardware and installing all types of software's in Bulk Documents, hard copies Scanning in any format JPEG/PDF/TIFF/MULTITIFF Lamination & Spiral binding as per gulf administrative knowledge.

Carry out all jobs in a technically correct and timely manner. Perform data entry as required to add data to the electronic record which corresponds to a scanned document

Computer Hardware and Software's

- ✓ Knowledge of assembling PCs
- ✓ Replacing the parts
- ✓ Install windows operating systems
- ✓ Installing all types of software's
- ✓ And Data recovery

PERSONNEL DETAILS

Name : Mohammed Rafi
Date of Birth : 05/01/1970
Permanent Address : H.No:12-1-859, N.Lallaguda, Hyderabad, Telengana India.500017.
S/o Late : Abdul Nabi
D.O.B : 5th Jan 1970
Sex : Male
Nationality : Indian
Marital Status : Married
Languages : Hindi, English, Urdu, Telugu, Kanada.
Passport No : M3706820
D.O. Expire : 23/11/2024

I hereby declare that the information furnished above is true to the best of my knowledge

(Mohammed Rafi)