

Syed Irfanullah

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📋 OBJECTIVE

To become a successful professional in the given field and to work in an innovative and competitive world.

📁 PROFESSIONAL EXPERIENCE

China petroleum engineering and Construction Corp

Document Controller

2018 – 2021

Juba, Sudan

- Controlling company and project documentation.
- Following and improving document control procedures.
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals.
- Producing document progress reports for senior managers.
- Using computers to organize and distribute documents within a company.
- Helping in the planning stages of a specific project.
- Ensure documents are shared at key times to facilitate timely project completion.

The Geant

Sales & Maintenance Supervisor

2016 – 2018

Al Manama, Bahrain

- To provide an efficient and effective service to customers, understanding their needs and requirements, working to exceed these wherever possible.
- Complaints or queries are dealt with appropriately.
- Ordering new stock at the end of each shift.

🎓 EDUCATION

Bachelor of Business Administration(BBA)

Annamalai University

Tamilnadu, India

Diploma in Electrical and Electronics Engineering (DEEE)

Dept of Technical Education

Tamilnadu, India

🧠 SKILLS

Auto CADD

● ● ● ● ●

Tally

● ● ● ● ●

Revit Architecture

● ● ● ● ●

🌐 LANGUAGES

English

● ● ● ● ●

Tamil

● ● ● ● ●

Malayalam

● ● ● ● ●

Hindi

● ● ● ● ●

🧩 PERSONAL INFORMATION

Indian

Nationality

08 Nov 1995

Date of Birth

Islam

Region

Male

Gender

Single

Marital Status

W8151525

Passport No.

Visit Visa (Valid till 29 Aug 2023)

Visa Status

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