

UBAID BIN UMER

Document Controller

A highly skilled and detail-oriented Documentation Executive with experience of six month documentation in the field with Solid understanding of regulatory and compliance requirements related to documentation and thrive in fast-paced environments that require meticulous attention to detail and strict adherence to quality standards. I possess Exceptional written and verbal communication skills for effective collaboration with cross-functional teams. Currently Seeking for profession in a reputed institution where I can improve my professional and personal skills along with a good career achievement.



Contact



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Al Rashidiya 2, Ajman

Education

Bachelor of Arts

Jamia Millia Islamia University
2017 - 2020
New Delhi, India

Bachelor of Islamics and Human Sciences

Nahjurrashad Islamic College,
Affiliated to Darul Huda Islamic University
2014 - 2017
Kerala, India

Skills

Teamwork



Customer Relations



Excellent Organizational Skill



Strong Interpersonal & Communication Skill



MS Office Suite



English & Arabic Typing



Experience

Assistant Manager

VIC Women's Academy,
Veliyancode, Malappuram

Jun 2023 - Jan 2024

Internship - Documentation Executive

PBG Training Institute,
Kottakkal, Malappuram

Dec 2022 - May 2023

Admin Assistant

PM Ali Haji Memorial Hifz
College, Palazhi, Calicut

Jun 2022 - Nov 2022

Academic Coordinator

Enlighten Islamic Women's
College (Mahdiyya)
Chengani, Malappuram

Apr 2019 - May 2022

Project Coordinator

Enlighten Islamic Women's
College (Mahdiyya)
Chengani, Malappuram

Apr 2019 - May 2022

English Language Expert

Al- Falah English Medium School
Peruvallur, Malappuram

Jun 2018 - Mar 2019

Language

English



Urdu



Arabic



Malayalam



Certifications

- Advanced Training in Qatar PR Service PBG Training Institute, Kottakkal
- Amazon Translate: Translate Documents with batch translation, 2023 Coursera Project Network

Personal Details

Nationality
India

Date of Birth
05-Sep-1995

Visa Status
Visit Visa