



# Muhammad Jawad

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Al Tawilah Jadeed Al Shamesi Riyadh Saudi Arabia

## OBJECTIVE

To obtain a challenging position as a Document Controller where I can utilize my organizational skills, attention to detail, and knowledge of document management systems to ensure accuracy, compliance, and efficiency in company operations.

## EXPERIENCE

2022 -  
2024

- Document Controller (DC)**  
White Diamond Plastic Industry Bahrain  
Managed the creation, revision, and archiving of technical and administrative documents in compliance with company standards.  
Controlled document flow between internal departments and external stakeholders, ensuring accuracy and confidentiality.  
Implemented version control and document numbering systems to maintain proper tracking.  
Developed a digital filing system, reducing retrieval time and improving workflow efficiency.

2017 -  
2022

- Office Assistant**  
District Disaster Management Unit (DDMU) Mardan KPK Pakistan  
Provided administrative and clerical support in the DDMU, managed documentation, assisted in disaster response coordination, maintained records, and ensured smooth office operations during emergency and routine activities.

## EDUCATION

2025

- Diploma Surgical Technology**  
Faculty of Paramedical and Allied Health Sciences (FPMA) Peshawar

2021

- Bachelor of Computer Science**  
University of Malakand KPK Pakistan

2020

- Diploma Information Technology**  
Board of Technical Education Peshawar

2019

- Health Safety and Environmental Engineer**  
Trade Technical Education Board Islamabad

2016

- Diploma Associate Engineering Computer Hardware**  
Board of Technical Education Peshawar

2013

- Matric (Science)**  
Board of Intermediate and Secondary Education Mardan

## SKILLS

Document Management Systems (DMS)

100%

MS Office Suite (Word, Excel, Outlook, PowerPoint)

100%

Data Entry & Archiving

100%

Communication & Coordination

100%

Attention to Detail

100%

Time Management &  
Organization

100%

## LANGUAGES

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- Arabic
- English
- Urdu
- Pashto

## ADDITIONAL INFORMATION

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Iqama No: 2609625104  
Iqama Type: Transferable

## CERTIFICATION

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- **BASIC FIRST AID TRAINING**
- **ESSENTIAL OF FIRE SAFETY INSPECTION**
- **INTRODUCTION TO INTERNATIONAL LABOUR STANDARDS**
- **Warehouse Management in Action**

## DRIVING LICENSE

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- **LTV Driving License**  
Pakistan
- **Private Driving License**  
Kingdom of Bahrain