



ALI ARBAZ NASIR

DOCUMENT CONTROLLER

- DOB: October 6, 1996
- Married
- Pakistani
- 5'11

RELEVANT SKILLS

- Document management software
- Microsoft office
- Database management
- Navigation
- Surveillance and observation
- Quality Customer Service
- CCTV Operator
- Attention to details
- Organizational skills
- Time Management
- Access Control Systems
- Radio Communication
- Data Entry
- Report Writing
- Confidentiality
- Adaptability

CONTACT INFO

+97337703973

Residence: Busaiteen, Bahrain

alinasir930@gmail.com

WORK EXPERIENCE



Document Controller

The Avenues Mall Bahrain

- Document management ; accurate and up-to-date record maintenance of mall's operations.
- Filing and retrieval of documents to ensure easy access when required.
- Accurate Data Entry ensuring data integrity and consistency
- Ensure quicy and timely response to emergency situations.
- Customer Dealing

OTHER EXPERIENCE



Pakistan Coast Guards: 2020-2023

- Sea patrolling, including preventing any inconvenience on the seaside
- Professional Disciplined Soldier.
- Being a part of Special Escort Group.



Data Entry Operator: 2014-2017

GlobexTravelGroup,Rawalpindi,Pakistan

CERTIFICATIONS



BASIC SECURITY OPERATIVE COURSE
from GTS Bahrain



SIRA-SECURITY certificate from First Security Group (UAE)



SIRA-BLS certificate from First Security Group (UAE)



SIRA-BFS certificate from First Security Group (UAE)



People Of Determination (UAE)



SIRA-FITNESS certificate (UAE)

EDUCATION HISTORY



Institution: Emerson College of sciences and Arts Kashmir Pakistan

- HSSC