

Muhammad Junaid
Khan

Records and Compliance Officer



Personal Information

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Address: Dubai, UAE

Nationality: Pakistani

Marital Status: Single

Passport No: HW4140433

Date Of Birth: 01-July-1998

License No: LV-A 4750822 (Issue 30-July-2024)

Profile

Results-driven **Document Controller** with over **3+ years of experience** in implementing efficient document management systems and processes. Proficient in **document control, database management, and compliance with industry regulations**. Skilled in developing and delivering **training programs** to enhance staff proficiency and adherence to document control procedures. Successfully reduced document retrieval time by **up to 50%** while ensuring full compliance through successful audits.

Education

Intermediate (Pre-Medical)
Govt College Peshawar
2016 | KPK, Pakistan

Secondary School Certificate
Khyber Model School, Peshawar
2014 | KPK, Pakistan

Professional Experience

Stallion Sports Academy
Documents Controller
28-Jan-2022---30-May-2025| Dubai, United Arab Emirates

- Manage **intake, scanning, verification, and secure storage** of documents.
- Organize **filing and archiving** to facilitate easy retrieval.
- Retrieve files efficiently for employees and clients as required.
- Develop **document templates, file structures, and databases** to improve efficiency.
- Ensure accuracy, **compliance with industry regulations**, and document control policies.
- Oversee document flow **in and out** of the department.
- Monitor and report **errors or developments** in document storage and management.
- Implement **secure disposal** procedures for sensitive documents.
- Maintain and update **physical and digital** document control systems.

Professional Skills

- Document Control & Management
- Database & Record Keeping
- Document Numbering System Implementation
- Regulatory Compliance & Audits
- Document Revision & Tracking
- Training & Development for Document Control

Technical Skills

Typing Speed:
40-50 WPM

Microsoft Office Suite
Excel | Word | PowerPoint

Document Management Systems
Arrangement | Compression | Merging (PDF, Word)

Cloud Storage & Backup Management:
Google Drive | OneDrive | SharePoint

Languages

- English
- Urdu/Hindi
- Pushto
- Punjabi