

MOHAMMAD HANI AL MATAR

WhatsApp



Document Control

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PROFESSIONAL SUMMARY

Document Controller with 11 years of experience managing document flow, document control software, and staff training. Proven track record in ensuring efficient storage and retrieval of documents, accuracy in collaboration with departments, and enhancing overall document control procedures leading to increased efficiency. Committed to maintaining the highest standards of compliance and professionalism. I am eager to leverage my skills to enhance operational efficiency and contribute to team objectives.

WORK EXPERIENCE

Document Control

📅 May / 2016-Ongoing

Zamil Steel Holding Company Limited

- Database management (Excel, SQL, or similar tools).
- Generating and interpreting reports.
- Data validation and quality assurance.
- Identifying data gaps and process improvements.
- work with cross-functional departments.
- Calendar and schedule management.

Digital tools proficiency (e.g., ERP systems, MS Office Suite, Oracle, fusion)

- Task follow-up across departments.
- Supporting policy implementation and compliance.

Managed the company's document control activities, ensuring over 10,000 documents were stored, indexed, and archived correctly. Coordinated with 7 different departments to review and updated documentation, maintaining accuracy and compliance with company standards.

Administrative Coordinator

📅 Feb / 2014-Jun / 2016

Zamil Steel Holding Company Limited

- Highly organized and resourceful administrative specialist, with proven experience in coordinating day-to-day operations across dynamic teams. Adept at scheduling, managing official documentation, preparing reports, and facilitating seamless communication between departments. Brings a detail-driven and deadline-conscious approach to all administrative functions.

EDUCATION

Administration Student

Arab Open University

Motivated university student pursuing a degree in Business Administration. Passionate about learning key concepts in management, finance, and organizational strategy. Known for being detail-oriented, collaborative, and eager to apply academic knowledge to real-world challenges. Actively developing skills in communication, problem-solving, and project coordination to support future career growth in business environments.

SKILLS

- Microsoft Office
- Electronic Filing
- Computer IT
- Technical Document Management