

MAHROOF ARSATH

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PROFESSIONAL SUMMARY

Efficient and dependable professional with over 13+ years of experience in document control, administration, and store supervision. Proven ability to manage inventory systems, maintain accurate records, and support daily office operations in high-demand environments. Strong multitasker and communicator, fluent in English, Tamil, Malayalam and Hindi. Seeking a challenging position as a Document Controller, Administrative Assistant, or Store Supervisor where I can contribute to organizational efficiency and excellence.

KEY SKILLS

- Document Management & Control
- Record Keeping & File Organization
- Inventory & Stock Control
- Data Entry & Database Management
- MS Office (Word, Excel, Outlook, PowerPoint)
- ERP Systems (SAP)
- Report Generation & Documentation
- Office Administration & Coordination
- Time Management & Multitasking
- Team Collaboration & Support
- Logistics & Supply Chain Support
- Archiving & Version Control

PROFESSIONAL EXPERIENCE

Document Controller

Al Abdulghani Motors – Doha, Qatar | Feb 2018 – Present

- Managed end-to-end document control processes for contracts, staff files, technical reports, and other internal records.
- Maintained and updated filing systems (physical and digital) ensuring secure access and easy document retrieval.
- Tracked and monitored document flow to ensure timely approvals, revisions, and version control.
- Prepared and verified quotations, invoices, and documentation related to procurement and logistics.
- Generated accurate management reports and ensured proper archiving according to company standards.
- Ensured full compliance with company policies and quality standards in documentation practices.
- Collaborated with cross-functional teams to support efficient information exchange and record keeping.

Store Supervisor

Ceylon Cold Stores – Sri Lanka | Mar 2016 – Oct 2017

- Supervised store staff including salespeople, cashiers, and stockers.
- Managed store finances, created budgets, and analyzed sales performance.
- Maintained detailed records of expenditure and employee performance.
- Evaluated inventory levels, reduced stock damage and wastage.

Storekeeper

Anchor (Kalmuani Distributor) – Sri Lanka | Jan 2013 – Dec 2015

- Received and verified all incoming materials against purchase orders.
- Maintained accurate inventory records including adjustments and returns.
- Ensured stock levels were maintained within required limits.

Data Entry Operator

Dasman Centre W.L.L – Doha, Qatar | Mar 2009 – Apr 2012

- Entered and verified large volumes of data into systems accurately.
- Reviewed documents for completeness and accuracy.
- Maintained and updated filing systems and databases.
- Produced reports and data summaries for management.

EDUCATION

- G.C.E. O/L & A/L
- Diploma in Database Management System
- Diploma in MS Office and Windows
- Diploma in Hardware Engineering
- Diploma in Professional Computer Technology

LANGUAGES

- English
- Tamil
- Malayalam
- Hindi
- Arabic

VISA STATUS

QID with Transferable Visa

DATE OF BIRTH

April 14, 1990