

Summary

Experienced Admin cum Document Controller with a demonstrated history of working in the UAE. Skilled in coordination, maintaining records, Microsoft Word, English, Adobe, and Microsoft Excel. Strong administrative skills.

Experience

Nov 2018 - Dec 2019	Administrator ABC Securitas <ul style="list-style-type: none">• Provide high level administrative/secretarial services.• Arrange and coordinate meetings and events including meet, greet guests, record and distribute minutes of meetings.• Prepare memos, letters and presentations.• Conduct research and analyses data to prepare reports, documents and presentations when required.• Organize meeting and travel plans in an efficient and structured manner as flight booking, hotel & transport arrangement with travel agenda management.• Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.• Read and analyses incoming memos, submissions, and reports in order to determine their significance and plan their distribution. Open, sort, and distribute incoming correspondence, including faxes and email.• File and retrieve corporate documents, records, and reports. Document, record information by recording, storing, or maintaining information in written or electronic form.• Helps in HR tasks as prepare new employee files, work permits, visas and cancellation with the PRO and make administrative arrangements for new employees including desks, access cards and other stationery and equipment.
Mar 2017 - Oct 2018	Document Controller Win Energy Electro LLC

STRENGTHS

- Ability to work with a team and as an individual.
- Quick learner and confident to take up challenging tasks with a positive attitude.
- Sincere, hardworking and cooperative in nature.
- Efficient result driven ability.
- Maintaining confidentiality
- Ability to work under pressure.
- Good Communication Skills
- Adaptability to in any work environment.
- Flexible and self-confident

TECHNICAL SKILLS

MS Word 2010 +	●●●●○
MS Excel 2010 +	●●●●○
Outlook 2010 +	●●●●○

Languages

English	●●●●●
French	●●●●○
Arabic	●●●○○
German	●●●○○

Hobbies

Playing Chess, Cooking, Watching Cricket

Education

Masters in Computer Science	Jul 2008 - May 2015
Northeastern University	

Sample Resume For Document Controller Job

Andrea Wagner



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1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Sample Resume For Document Controller Job
 - Chapter 2: Essential Elements of Sample Resume For Document Controller Job
 - Chapter 3: Sample Resume For Document Controller Job in Everyday Life
 - Chapter 4: Sample Resume For Document Controller Job in Specific Contexts
 - Chapter 5: Conclusion
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 3. In chapter 2, the author will delve into the foundational concepts of Sample Resume For Document Controller Job. The second chapter will elucidate the essential principles that need to be understood to grasp Sample Resume For Document Controller Job in its entirety.
 4. In chapter 3, the author will examine the practical applications of Sample Resume For Document Controller Job in daily life. The third chapter will showcase real-world examples of how Sample Resume For Document Controller Job can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Sample Resume For Document Controller Job in specific contexts. The fourth chapter will explore how Sample Resume For Document Controller Job is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Sample Resume For Document Controller Job. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Resume For Document Controller Job.

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