



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

- 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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Electronic Resume Revolution Joyce Lain Kennedy, Thomas J. Morrow, 1995-10-04 Shows how to put together a resume that will grab the attention of both computer and human readers in today's evolving electronic job search universe *How to Land Your First Paralegal Job* Andrea Wagner, 2005 17 WATCH YOUR WHISKERS STILTON A mysterious one eyed rat is trying to steal The Rodent's Gazette from under my nose My manager came up with a plan to stop him He arranged for me to appear on a TV quiz show But if I lose I have to give up my tail 18 SHIPWRECK ON THE PIRATE ISLANDS My sister Thea comes up with a new way to torment me She's combined my two least favorite things travel and ghosts She heard rumors of a haunted pirate treasure buried on an island and she dragged me into her treasure hunt Title List of Documents Made Publicly Available U.S. Nuclear Regulatory Commission, 1984-02 The \$100,000 Resume Craig S. Rice, 1998 The definitive guide to the special requirements of the executive resume Cover Best Resumes for Accountants and Financial Professionals Kim Marino, 1994-02-16 Because in today's competitive job market you need every edge you can find The founder of the Just Resumes writing service and author of several popular resume books Kim Marino now offers practicing and prospective accountants and financial professionals a practical highly targeted guide to writing winning resumes Whether you're an executive making a lateral move or returning to the work force or a college graduate just entering the accounting industry this surefire handbook provides you with step by step guidance and savvy advice on how to create a professionally designed resume that puts your education experience and accomplishments in the best possible light and helps you reach your job objective Best Resumes for Accountants and Financial Professionals first offers quick tips on the basics of resume writing proper resume appearance and the do's and don'ts of resume preparation You'll learn what type of resume best suits your needs and how to create each whether chronological functional or combination resumes It then gets down to specifics with tailor made advice and 80 detailed sample resumes and cover letters for Accountants and financial pros who are making a lateral move or career change such as financial planners securities analysts portfolio managers brokers account execs and human resource directors Accountants moving up including public private financial and government accountants Accounting students and recent graduates from first year students with no paid experience to college graduates looking to set forth in the real world Complete with the names addresses and phone numbers of the corporate headquarters of the Big 6 accounting firms and Fortune 500 companies and an alphabetical listing of key accountant associations and publications Best Resumes for Accountants and Financial Professionals demonstrates how you can make a lasting first impression and then reinforce it through the job selection process Defense Industry Bulletin, 1968 ENR., 2006 Engineering News and American Contract Journal, 2007-07 **Canada Student Employment Guide, 2002-04** Student Employment Network, 2002-03 **Resources in Education**, 1980-12 **Wired Resume Guide, Version 2.0** Cengage South-Western, Tim Krause, 1999-12 **Electronic Resumes for the New Job Market** Peter D. Weddle, 1995 Outlines key

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The book delves into Sample Resume For Document Controller Job. Sample Resume For Document Controller Job is a vital topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Sample Resume For Document Controller Job, encompassing both the fundamentals and more intricate discussions.

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

2. In chapter 1, the author will provide an overview of Sample Resume For Document Controller Job. The first chapter will explore what Sample Resume For Document Controller Job is, why Sample Resume For Document Controller Job is vital, and how to effectively learn about Sample Resume For Document Controller Job.
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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Table of Contents Sample Resume For Document Controller Job

1. Understanding the eBook Sample Resume For Document Controller Job
 - The Rise of Digital Reading Sample Resume For Document Controller Job
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Resume For Document Controller Job
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Resume For Document Controller Job
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Resume For Document Controller Job
 - Personalized Recommendations
 - Sample Resume For Document Controller Job User Reviews and Ratings
 - Sample Resume For Document Controller Job and Bestseller Lists
5. Accessing Sample Resume For Document Controller Job Free and Paid eBooks
 - Sample Resume For Document Controller Job Public Domain eBooks
 - Sample Resume For Document Controller Job eBook Subscription Services
 - Sample Resume For Document Controller Job Budget-Friendly Options
6. Navigating Sample Resume For Document Controller Job eBook Formats
 - ePUB, PDF, MOBI, and More
 - Sample Resume For Document Controller Job Compatibility with Devices
 - Sample Resume For Document Controller Job Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Resume For Document Controller Job
 - Highlighting and Note-Taking Sample Resume For Document Controller Job
 - Interactive Elements Sample Resume For Document Controller Job

8. Staying Engaged with Sample Resume For Document Controller Job
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Resume For Document Controller Job
9. Balancing eBooks and Physical Books Sample Resume For Document Controller Job
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Resume For Document Controller Job
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sample Resume For Document Controller Job
 - Setting Reading Goals Sample Resume For Document Controller Job
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Resume For Document Controller Job
 - Fact-Checking eBook Content of Sample Resume For Document Controller Job
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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