

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	

Resume Format For Document Controller

Mike Jess



Resume Format For Document Controller:

Take Control Gary Burnison, 2022-10-11 THE WORKSPACE HAS CHANGED HAVE YOU The workscape has changed one of the most dramatic transformations of the past few years Think about it For so many people just starting their careers working virtually is all they know For everyone else who has had the remote option work is no longer synonymous with a physical location In this push pull world that means navigating and negotiating between the flexibility and opportunity you want and the commitment and performance that organizations need In other words you need to take control Whether you re focused on getting your next job or you are striving to get ahead where you are this is the book to guide your career path In the first section you ll understand how you re wired your A C T being authentic making a connection and giving others a taste of you who are you tapping your right brain and learning as the secret to sustainable success In the second section you ll figure out how to get the job and get ahead from targeting your next opportunity to nailing the interview And in the third section you ll master working with others from the 4 Career Knockout Punches to getting along with your boss and workers navigating culture and communicating and connecting In Take Control you ll discover how you can have the career you ve always wanted

A Guidebook of Business Templates, Forms and Tools: First Edition Zakir Ahamed, 2014-07-25 A collection of over 80 commonly occurring business templates and forms that covers a wide range of topics including project management human resource management resumes and interviews lean and six sigma meetings and workshops general management and procurement

U.S. Army Research and Development Information Program, Fy 1968 - Fy 1972; June 1968 United States. Army Department, 1968 *U.S. Army Research & Development Information Program, FY68-FY72* Dale L. Vincent, 1968

United States Army Research and Development Information Program United States. Army Research Office, Washington, D.C., 1967

Information Technology Control and Audit Sandra Senft, Frederick Gallegos, 2008-11-18 The headline grabbing financial scandals of recent years have led to a great urgency regarding organizational governance and security Information technology is the engine that runs modern organizations and as such it must be well managed and controlled Organizations and individuals are dependent on network environment technologies increasing t

Adams Resume Almanac Richard J Wallace, 2005-06-01 A revised edition of the most comprehensive resume guide on the market A must for the successful job search The Adams Resume Almanac 2nd Edition contains everything a candidate needs to know in order to craft a compelling job winning resume Whether a first time job hunter starting with a blank page or a seasoned professional with a long story to tell the candidate will find 600 examples of resumes appropriate to every situation

Defense Industry Bulletin , 1968 *Title List of Documents Made Publicly Available* U.S. Nuclear Regulatory Commission, 1988 *Bulletin* , 1968

Bibliography, with Abstracts, of AFCRL Publications from 1 January to 31 March 1970 Air Force Cambridge Research Laboratories (U.S.), 1970 This bibliography lists all AFCRL in house reports journal articles and contractor reports issued from 1 January to 31 March 1970 Abstracts are included

Navy Management Review ,1967 Bibliography, with Abstracts, of AFCRL Publications from 1 January to 31 March 1973 Air Force Cambridge Research Laboratories (U.S.),1973 This bibliography lists all AFCRL in house reports journal articles and contractor reports from 1 January top 31 March 1973 *Research in Education* ,1972 **NGB Pamphlet** ,1975-07 Military publications United States. National Guard Bureau,1976 **Career Counseling** David Capuzzi,Mark Stauffer,2012-04-27 This text provides the beginning counseling student with a comprehensive overview and discussion of the practical application of career counseling skills Based on the view that counselors must be prepared in a holisitic manner it covers the historical and theoretical foundations of career counseling the skills and techniques needed for career counseling and contextual perspectives on career and lifestyle planning Important material that is often overlooked in introductory texts is included such as career and lifestyle planning with clients in mental health rehabilitation and couples and family counseling settings gender issues and working with LGBT and minority clients Throughout the text case studies informational sidebars and experiential activities make for a more engaging learning experience and encourage additional contemplation of chapter content This new edition features new updated and expanded content throughout the division of career counseling in schools into separate chapters for K 8th grade high school and college including traditional hybrid and online campuses and an online instructor s manual with student resources offering material to enhance the pedagogical features of the text *A Blueprint for Implementing Best Practice Procedures in a Digital Forensic Laboratory* David Lilburn Watson,Andrew Jones,2023-11-09 Digital Forensic Processing and Procedures Meeting the Requirements of ISO 17020 ISO 17025 ISO 27001 and Best Practice Requirements Second Edition provides a one stop shop for a set of procedures that meet international best practices and standards for handling digital evidence during its complete lifecycle The book includes procedures forms and software providing anyone who handles digital evidence with a guide to proper procedures throughout chain of custody from incident response straight through to analysis in the lab This book addresses the whole lifecycle of digital evidence Provides a step by step guide on designing building and using a digital forensic lab Addresses all recent developments in the field Includes international standards and best practices *Privacy Act Issuances ... Compilation* ,1985

The Handbook of Software for Engineers and Scientists Paul W. Ross,1995-10-25 The Handbook of Software for Engineers and Scientists is a single volume ready reference for the practicing engineer and scientist in industry government and academia as well as the novice computer user It provides the most up to date information in a variety of areas such as common platforms and operating systems applications programs networking and many other problem solving tools necessary to effectively use computers on a daily basis Specific platforms and environments thoroughly discussed include MS DOS Microsoft Windows™ the Macintosh and its various systems UNIX™ DEC VAX™ IBM mainframes OS 2 Windows™ NT and NeXTSTEP™ Word processing desktop publishing spreadsheets databases integrated packages computer presentation systems groupware and a number of useful utilities are also covered Several extensive sections in the book are devoted to

mathematical and statistical software Information is provided on circuits and control simulation programs finite element tools and solid modeling tools Additional coverage is included on data communications and networking Many appendices at the end of the book provide useful supplemental information such as ASCII codes RS 232 parallel port and pinout information and ANSI escape sequences This valuable resource handbook brings together a wide variety of topics and offers a wealth of information at the reader s fingertips

Unveiling the Magic of Words: A Review of "**Resume Format For Document Controller**"

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