

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

Tao Wei



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