

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	<div>Administrator</div> <div>ABC Securitas</div> <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	<div>Document Controller</div> <div>Win Energy Electro LLC</div>

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

Carole A. Bruno



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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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