

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



O García

Sample Resume For Document Controller Job:

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

CareerJournal.com Resume Guide for \$100,000 + Executive Jobs William E. Montag, 2002-10-22 The Proven Professional Resume and Job Search Guide for Executives in the 100K and Above Salary Range This new expanded edition of a classic bestseller supplements veteran career advisor William Montag's years of experience with the powerful online resources of CareerJournal.com The Wall Street Journal's own career Web site Let this handy resource be your own professional executive coach with up to the minute advice on how to land your ideal executive job using proven high visibility marketing techniques The top notch real world resume and cover letter samples inside will help you launch your search with the same competitive edge held by the top level clients of Montag Associates You'll learn how critical self marketing is to your success and how to maximize your marketability by pairing the perfect cover letter with the right resume for any job opportunity By combining the author's power packaging and patented Expansionist Theory™ methods with 24/7 online job search strategies you can outmarket outsmart and outclass the competition Put your executive job search on the fast track with All the marketing techniques and online skills of professional executive career coaches Up to date listings of the best career and job search sites on the Internet Sample resumes accompanied by their own specially designed cover letters Frequently asked questions and market tested answers Top ten rules for the twenty first century job market

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

The Elements of Resume Style Scott Bennett, 2014-09-03 There are so many vital questions when it comes to building a resume today but only one way to be assured you're getting the right answers by asking a hiring expert Building your resume should be one of the easier parts to the job interview process but it's actually becoming one of the most stressful aspects What kind of resume will spark the employer's interest Which kind most often get passed over How far back are we supposed to go How can we best explain those time gaps in between jobs Are the rules different for online resumes Scott Bennett has hired hundreds of people in a variety of industries and he knows firsthand the insights that will catch an employer's eye as well as what dangers to avoid if you want to survive the first cut Learn how to craft clear compelling targeted resumes and cover letters that actually work In The Elements of Resume Style you will be provided More than 1,400 action words statements and position descriptions that help sell your skills and experience Hundreds of words phrases and vague claims to

avoid Advice for handling employment gaps job hopping and requests for salary history and requirements Sample r sum s response letter inquiry letter informational interview request letter references Surprising tips for acing the interview In today s competitive environment competition is intense no matter the field or position The often overlooked first hurdle to jump over is no doubt the r sum The time tested tools in The Elements of R sum Style will make sure yours stands out helping to get you the job you deserve [Supercollider 3](#) J. Nonte,2012-12-06 The third annual International Industrialization Symposium on the SuperCollider IISSC held March 13 15 1991 in Atlanta Ga was an enormous success The number of attendees exhibitors and representatives from foreign countries surpassed the totals of previous years There were 740 attendees representing more than 2 dozen universities and colleges 32 states 9 national labs 6 research centers several government entities at the local state and federal level 182 businesses industry and 14 countries More than 100 exhibits sponsored by 85 organizations added to the excitement Getting Down to Business was the theme of this year s Symposium The fact that the Superconducting SuperCollider SSC is indeed underway was the message delivered by the Symposium s keynote speaker Dr Roy Schwitters and expanded upon by the opening plenary speakers The project is moving from the planning stage to actual construction to development and procurement of equipment and to resolution of the technical issues involved in advancing the state of the art in areas such as theory controls systems metallurgy quality control management cryogenics power systems detectors interagency cooperation and funding Plenary speakers included Paul Gilbert Chairman of Parsons Brinckerhoff Quade Douglas Inc **Title List of Documents Made Publicly Available** U.S. Nuclear Regulatory Commission,1986 **The Career Artisan Series: The 21st Century Resume & Linkes to Custom Templates** Mary Elizabeth Bradford,2011-07 *Research in Education* ,1973-12 [Resources in Education](#) ,2001 **Resumes For Dummies** Laura DeCarlo,2019-02-22 Polish up that old resume and land your dream job We ve all been there it s time to apply for a job or internship and you have to create or revise your resume Many questions pop in your head What do employers want What skills should I highlight How do I format this How do I get noticed But resume writing doesn t have to be a daunting task The latest edition of Resumes For Dummies answers all of these questions and more whether you re a resume rookie looking for new tips or want to create that eye catching winning resume In this trusted guide Laura DeCarlo decodes the modern culture of resume writing and offers you insider tips on all the best practices that ll make your skills shine and your resume pop Let s start writing Write effective resumes that will stand out in a crowd Understand Applicant Tracking Systems and how to adapt your resume Keep your resume up with the current culture Position a layoff or other career change and challenge with a positive spin Leverage tips and tricks that give your resume visual power In order to put your best foot forward and stand out in a pile of papers it s important to have an excellent and effective resume and now you can **Nursing Career Advancement: Your Ultimate Guide to Success and Resume Writing** Esohe Grace, MSN, RN-BC, CCM,2025-02-04 Nursing Career Advancement Your Ultimate Guide to Success and Resume Writing Elevate your

nursing career with this all in one guide to growth and success Nursing Career Advancement provides actionable strategies to explore diverse roles earn certifications pursue advanced degrees and build leadership skills With expert advice on crafting a standout r sum and real world tips for career development this book is your ultimate resource for thriving in the nursing profession Whether you re a recent graduate or a seasoned professional take charge of your career and achieve your goals today

Troubleshooting & Maintaining PCs All-in-One For Dummies Dan Gookin,2021-02-04 Show your PC who s boss Nothing s more annoying than a tech malfunction especially when it s your PC with the exception of perhaps wading through reams of random unreliable theories online looking for a solution or paying an expensive tech geek to show up to perform a five minute fix The latest edition of Troubleshooting Maintaining Your PC All in One For Dummies puts all this frustration behind you and gets you straight to work solving the problem yourself In his straightforward friendly style Dan Gookin bestselling tech author and all round Mr Fixit packs everything you need to know into 5 books in 1 giving you the knowledge and process to hit on the right solution fast From identifying common problems to methodically narrowing down to the correct fix you ll save hours of frustrating research and experience the sweet righteous satisfaction of having achieved it all yourself Pick up quick fixes Understand and reconnect networks Restore memory Boost your PC s performance Every problem has a solution and PCs are no different get this book and you ll never catch yourself shouting at your monitor or frustrated with the motherboard again well maybe not quite so often [ENR](#) ,2006 [Defense Industry Bulletin](#) ,1968

Troubleshooting & Maintaining Your PC All-in-One For Dummies Dan Gookin,2017-05-12 Stop being a prisoner to your PC Need a PC problem fixed in a pinch Presto Troubleshooting Maintaining Your PC All in One For Dummies offers 5 books in 1 and takes the pain out of wading through those incomprehensible manuals or waiting for a high priced geek to show up days or weeks after you need them Arming you with everything you need to get that pesky PC working for you ASAP this handy guide walks you through all the steps to restoring whatever s making your PC go rogue so you can get back to making it work for you There s nothing worse than firing up your PC only to discover it s inexplicably unresponsive With this guide you ll gain all the skills and insight you need to need to bring it back to life and to prevent it from ever leaving you in the lurch again Find out what s behind common PC problems Solve email and web woes both big and small Perform regular maintenance and get serious about backups Troubleshoot to find solutions to your issues and learn proper maintenance to head off future headaches Your PC problems aren t as big as you think Take matters into your own hands with the helpful instruction provided inside this book [Computerworld](#) ,1977-06-06 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network

Bird Control Company Tim Roncovich,Steven Primm,2009-05-24 Upstart Business Consulting Group creates comprehensive business plan kits for a variety of businesses and industries When you purchase one

of our business plan kits you will have access to the tools that will allow you to be an entrepreneur We only create business plan kits for businesses that can capitalize on current trends and consumer demand All businesses we cover require an initial start up capital investment of 1 000 to 10 000 Although the required start up capital is relatively small you will have the potential for substantial cash flow and a high return on investment The format of the business plan kits are modeled after business plans that have been used in successful start up companies These business plan kits are for those individuals who want a better work life balance want the flexibility pride and fulfillment that comes with being an entrepreneur and want to earn extra income

101 Career Myths Debunked Elizabeth L. Campbell,2022-08-01 What if everything you know about careers is false Bombarded by toxic misinformation about unemployment and failing career prospects job hunters are often halted by fear 101 Career Myths Debunked is essential reading for college students job hunters and career changers to discover the myths holding them back and reveal the surprising truths and practical steps that will set them on the path to career success Written by a counseling psychologist and career psychology expert 101 Career Myths Debunked is your personal career coach and ultimate planning guide This easy to use workbook will show you how to boost your confidence and build a life you love It walks you through the entire career development process and helps you deal successfully with everything you need to consider You ll learn practical new ways to move forward from your present uncertainty into a promising future

The Job Closer Steve Dalton,2021-04-20 The author of The 2 Hour Job Search shows you how to land your dream job from writing the perfect resume and cover letter to nailing any interview and negotiating your offer Steve Dalton s 2 Hour Job Search simplified the process of finding work by utilizing technology and now The Job Closer helps you seal the deal by applying his time saving techniques to the surrounding steps As a career consultant Dalton has found that job seekers routinely overinvest in trivial aspects of the employment hunt while underestimating the important ones In this guide you ll learn how to avoid wasted effort and excel in all areas by using tools such as The FIT Model which helps job seekers nail the answer to Tell me about yourself using principles from the world of screenwriting The RAC Model perfect for writing efficient cover letters and answering Why this company or job in an interview The CAR Matrix designed to help you craft compelling interview stories and deploy them in the most powerful way The Prenegotiation Call which takes the awkwardness out of asking for more and turns your negotiator from an adversary into a partner And many more The Job Closer will leave you with more time for networking making meaningful connections and showcasing your unique talents so your odds of success in landing the perfect job improve exponentially

Paralegal's Litigation Handbook Carole A. Bruno,1980

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