

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 <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	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

Tim Roncevich, Steven Primm



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web understand various methods of setting out curves in the field and problems in setting out these curves and know about the need of super elevation and transition curves be uniform and may consist of different gradients for instance rising gradient may be followed by falling gradient and vice versa

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web the following are the methods of setting out simple circular curves by linear methods and by the use of chain and tape 1 by ordinates from the long chord 2 by successive bisection of arcs 3 by offsets from the tangents 4 by offsets from chords produced method 1 by ordinates from the long chord fig 11 8

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10 m to 30 m intervals in order to do this the tangent and intersection points must first be fixed in the ground in their correct positions consider figure 10 3

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web the point where the two curves connect namely the point at which the pt of the first curve equals the pc of the second curve is referred to as the point of compound curvature pcc since their tangent lengths vary compound curves fit the topography much better than simple curves

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