

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	

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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 Defense Industry Bulletin , 1968 **Title List of Documents Made Publicly Available** U.S. Nuclear Regulatory Commission, 1990

InfoWorld , 2002-11-18 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Principles and Practice of Business Continuity** Jim Burtles, 2016-02-20 Are you are a Business Continuity Manager or training for the job Are you ready to keep the business up and running in the face of emergencies ranging from earthquakes to accidents to fires to computer crashes In this second edition of *Principles and Practice of Business Continuity Tools and Techniques* Jim Burtles explains six main scenarios He promises If you and your organization are prepared to deal with these six generic risks you will be able to recover from any business disaster Using his decades of experience Burtles speaks to you directly and personally walking you through handling any contingency He tells you how to bring people together to win executive support create a Business Continuity Plan organize response teams and recover from the disruption His simple step by step actions and real world examples give you the confidence to get the job done To help you along each chapter of *Principles and Practice of Business Continuity Tools and Techniques* starts with learning objectives and ends with a multiple choice self examination covering the main points Thought provoking exercises at the end of each chapter help you to apply the materials from the chapter to your own experience In addition you will find a glossary of the key terms currently in use in the industry and a full index For further in depth study you may download the Business Continuity Toolkit a wealth of special online material prepared for you by Jim Burtles The book is organized around the phases of planning for and achieving resiliency in an organization Part I Preparation and Startup Part II Building a Foundation Part III Responding and Recovering Part IV Planning and Implementing Part V Long term Continuity Are you a professor or a leader of seminars or workshops On course adoption of *Principles and Practice of Business Continuity Tools and Techniques* you will have access to an Instructor s Manual Test Bank and a full set of PowerPoint slides **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 **Microsoft Word 2000 Bible** Brent Heslop and David Angell,1999

Model Systems Engineering Documents for Adaptive Signal Control Technology (ASCT) Systems Kevin J. Fehon,2011 **Using Microcomputers** H. L. Capron,Ralph E. Duffy,1989 **Blue Book** International Telegraph and Telephone Consultative Committee. Plenary Assembly,1989 McGraw-Hill's Compilation of Data Communications Standards Harold C. Folts,1986 *Educational Research Document Summaries* Educational Research Information Center (U.S.),1966 **Killer Cover Letters and Resumes** ,2008 **PC Magazine** ,1988 **Using Computers in Legal Research** Christopher G. Wren,Jill Robinson Wren,1994 **Document Composition Facility, Document Library Facility** ,1991 *Microsoft Windows NT Server Administrator's Bible* Kenneth Gregg,Beth Sheresh,Doug Sheresh,Robert Cowart,1999-06-10 Completely updated with specific coverage of the Windows NT 4 0 Option Pack add ons now packaged with Windows NT Server 4 0 this new edition of Microsoft Windows NT Server Administrator s Bible brings you everything you need to plan install configure manage optimize and connect Windows NT Server 4 0 to the Internet including insider tips and stories you just won t find anywhere else Simply put if you re looking for the one book that will show you how to get your server up and running fast this is the book for you **Imaging & Document Solutions** ,1999 **Visual Basic.NET Black Book** Steven Holzner,2002 A comprehensive reference and problem solving guide for Visual Basic programmers with tips examples and how tos on everything from programming to managing Visual Basic applications **Instructor Wraparound Edition Gregg College Keyboarding & Document Processing** ,2006

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