Ryan Michael
DOCUMENT CONTROLLER

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202-555-0120
Chicago, Illinois, US
linkedin.com/resumekraft

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

Skill	Level
MS Word 2010 +	●●●●○
MS Excel 2010 +	●●●●○
Outlook 2010 +	●●●●○

Languages

Language	Level
English	●●●●●
French	●●●●○
Arabic	●●●○○
German	●●●○○

Hobbies

Playing Chess, Cooking, Watching Cricket

Education

Masters in Computer Science
Jul 2008 - May 2015
Northeastern University

Document Controller Resume Sample

Wendy S. Enelow,Louise Kursmark

Document Controller Resume Sample:

Title List of Documents Made Publicly Available U.S. Nuclear Regulatory Commission,1990 **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 Model Systems Engineering Documents for Adaptive Signal Control Technology (ASCT) Systems Kevin J. Fehon,2011 **Expert Resumes for Engineers** Wendy S. Enelow,Louise Kursmark,2009 Expert Resumes for Engineers features an impressive collection of more than 180 pages of professionally written resume samples for all of the most prevalent types of engineers including civil mechanical industrial electrical electronics computer and more Plus top professional resume writers Enelow and Kursmark share tips and strategies for writing outstanding engineering resumes and finding the best jobs **Implementation of a Distributed Control System for Manufacturing Using a Heterarchical Architecture** Carlos Fernando Becerra,1999

The $100,000 Resume Craig S. Rice,1998 The definitive guide to the special requirements of the executive resume Cover **Gregg College Keyboarding & Document Processing (GDP), Student Manual, Word 2002** Scot Ober,Jack Johnson,Arlene Zimmerly,2002-04-05 **Wired Resume Guide, Version 2.0** Cengage South-Western,Tim Krause,1999-12

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

Therapeutic Gazette William Brodie,Francis Edward Stewart,John J. Mulheron,Albert Brown Lyons,1881 The general commercial and mining telegram code, by C.A. Moreing and F.G. McCutcheon Charles Algernon Moreing,1897

Photographic quality assurance in diagnostic radiology, nuclear medicine, and radition therapy Joel E. Gray,1976 **Photographic Quality Assurance in Diagnostic Radiology, Nuclear Medicine, and Radiation Therapy: The basic principles of daily photographic quality assurance** Joel E. Gray,1976 **Word 97** Tim Duffy,1998-08 A tutorial introducing the features of Word 97 covers terminology design document management printing customizing the tool bar and posting documents to the Web **SpeciaList** ,1981 **Microsoft Office 97 Professional** Tim Duffy,1997 This highly visual project based book features hands on exercises that are built around a running case study The features common to all Office 97 applications are overviewed at the beginning of the text to familiarize readers with the entire integrated software suite *Expert Resumes for Computer and Web Jobs* Wendy S. Enelow,Louise Kursmark,2005 Dozens of professional resume writers share their secrets and sample resumes for landing the fastest growing and highest paying jobs in the computer and online industries showing readers how to present technical skills in reader friendly language that employers

demand Includes over 180 pages of sample resumes targeted to high tech jobs from entry level to executive   _Word for Word_ Janet Crider,1985   _Nuclear News_ ,1984   **The First Book of Microsoft Word 5** Brent Heslop,David Angell,1990 Written as a guide for both personal and business users that are new to word processing with Microsoft Word 5 this book presents the fundamentals of Word s features in the order the new user is most likely to use them

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