

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	

Document Controller Resume Format

Kathryn K. Troutman



Document Controller Resume Format:

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 [The Federal Resume Guidebook](#) Kathryn K. Troutman, 1999 Applying for a federal job or promotion no longer requires a lengthy lifeless form Instead applicants can emphasize their strengths skills and smarts in resumes that will hook hiring staff and make personal qualifications shine [Defense Industry Bulletin](#), 1968

Just Resumes Kim Marino, 1997-03-12 Presents 200 job winning resume samples provides information on using the Internet to conduct a job search and offers tips and techniques for creating an effective resume **Title List of Documents Made Publicly Available** U.S. Nuclear Regulatory Commission, 1988 **South-Western College Keyboarding** Charles Howard Duncan, Susie H. VanHuss, S. ElVon Warner, 1994 **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 **Winning Resumes** Matthew Greene, 1994 You want the job but how do you get your resume to stand out from the hundreds of others employers usually get Writing the old type of basic resume just doesn't cut it anymore It's too vague too bland and too lackluster It won't sell you Written by a personal expert this remarkably effective guide shows you how to turn your resume into a mini sales presentation that grabs immediate attention because it offers your best selling points Whether you are a recent college grad or a midlife career changer you'll learn how to get a jump on other job applicants with this strategy packed book that is complete with sample resumes tips on format style and words phrases and sentences that sell There's so much you can copy or adapt **Corel WordPerfect 8 Complete Concepts and Techniques** Gary B. Shelly, Steven G. Forsythe, 1997 Part of the highly successful Shelly Cashman Series this text offers a screen by screen step by step approach to learning WordPerfect Covers beginning and advanced skills **The \$100,000 Resume** Craig S. Rice, 1998 The definitive guide to the special requirements of the executive resume Cover [101 Best Resumes to Sell](#)

Yourself Jay A. Block, 2002-04-30 Explains how to organize information on employment history education and skills into a resume that effectively markets a person's abilities and includes sample resumes for jobseekers in a variety of fields

Educational Research Document Summaries Educational Research Information Center (U.S.), 1966 **Electronic Resumes & Online Networking** Rebecca Smith, 2000 The ways in which job hunters can market their resumes and advertise their talents have grown immensely with the advent of the Internet This second edition of *Electronic Resumes and Online Networking* shows how to become Internet savvy to gather information find the right job and submit a resume online

Word 97 Bible Brent Heslop, David Angell, 1997-01-28 When Microsoft comes out with a new version of any of its popular software titles you can be certain there'll be no lack of fancy new features Word 97 is no exception And there's no better way to get up to speed on the latest release of the world's most popular word processing program than with *Word 97 Bible* With Word gurus Brent Heslop and David Angell to show you the ropes you'll quickly discover how to do just about anything with Word and how to do things you already know how to do better Whether you're new to Word or just new to this latest version *Word 97 Bible* equips you to Create edit and print Word documents Customize Word's toolbars menus and keys Incorporate Word into workgroup style collaborations with others on the Internet or on your own intranet Create and publish Word documents as ready to browse HTML Web pages Perform many of the desktop publishing functions you may have thought only could be done using QuarkXPress or PageMaker Plus Heslop and Angell even show you how you can use the power of the Visual Basic for Applications programming language to customize Word even if you've never programmed before

House documents, 1880 **An Encyclopaedia of Conveyancing and Commercial and Mercantile Documents**, 1920 *Microsoft Office 97 Interactive Course* Greg M. Perry, 1997 Self-paced Office 97 training combines a book with cutting edge Web based educational resources to redefine corporate training The set includes step by step instructions hands on exercises interactive quizzes with immediate feedback certification and access to personal online mentors **House Documents** USA Congress House of Representatives, 1874 Public Documents of Massachusetts Massachusetts, 1872
Lisp Machine Manual Richard Stallman, 1984

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a change in the atom's element an atom gets transmuted into an atom of a different element when the number of protons in it is changed

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nuclear chemistry is the subfield of chemistry dealing with radioactivity nuclear processes such as nuclear transmutation and nuclear properties it is the chemistry of radioactive elements such as the actinides radium and radon together with the chemistry associated with equipment such as nuclear reactors which are designed to perform

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unlike a normal chemical reaction that forms molecules nuclear reactions result in the transformation of one element into another this property of nuclear reactions is used in nuclear power plants to gather nuclear energy the three common types of radiations are explained below

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nuclear transmutation is the conversion of one chemical element or an isotope into another chemical element 1 nuclear transmutation occurs in any process where the number of protons or neutrons in the nucleus of an atom is changed a transmutation can be achieved either by nuclear reactions in which an outside particle reacts with a nucleus

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jan 10 2021 write a balanced equation for each of the following nuclear reactions bismuth 212 decays into polonium 212 beryllium 8 and a positron are produced by the decay of an unstable nucleus neptunium 239 forms from the reaction of uranium 238 with a neutron and then spontaneously converts into plutonium 239