

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 Template



Steve Dalton

Document Controller Resume Template:

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

WordPerfect 6 for Windows Samantha Penrod, 1995 This clear Step by Step Tutorial Makes Learning WordPerfect Windows Easy A Smart Start to learning WordPerfect 6 1 for Windows SmartStart provides a hands on approach to one of the most popular word processing programs available The design of the text is flexible enough to meet a wide variety of needs This text can introduce a student to word processing or it can supplement a student s previous learning The abundant step by step hands on tutorials allow the student to learn independently or within a large lab setting Cyberspace Resume Kit Mary B. Nemnich, Fred Edmund Jandt, 1999 A guide to putting a resume online that shows how to take advantage of state of the art Internet features that have revolutionized job searching The authors show how to incorporate numerous elements into HTML resumes including graphics color and links Also included are evaluations of 80 plus Internet resume sites interviews with industry insiders on the most effective ways to produce and use cyberspace resumes and how to register a Web resume Annotation copyrighted by Book News Inc Portland OR **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 An

Introduction to Berkeley UNIX and ANSI C Jack Hodges, 1995 Requiring no prior exposure to computers or to UNIX this book explores the functionality of a widely used version of UNIX called Berkeley System Distribution or Berkeley UNIX as well as the C programming language Hodges covers the fundamentals of programming the correct use of syntax programming style debugging logic and system programming with C and UNIX

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

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

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

Basic of Information Technology 10 (A.Y. 2023-24) Onward GBP Editorial, 2023-05-20 With the ever growing speed and gargantuan computer memory Information Technology has become a domain which now has quite a number of subfields within it including AI and Data Science We have restricted ourselves only to Information Technology in this book but the soft ware also keeps improving Now it is not just about a better soft ware in a computer but the soft ware and hardware both getting optimised With this end in mind this book titled Basics of Information Technology for Class 10 Subject Code 402 has been designed This book fufils all the needs and requirements of the latest syllabus

released by CBSE It additionally comprises the recommendations of the National Education Policy 2020 which focuses on the development of critical thinking life skills problem solving skills experiential learning etc Salient Features of the Book As per the latest curriculum and examination pattern prescribed by the CBSE New Delhi The book is divided into two sections Part A deals with Employability Skills This part comprises chapters like Communication Skills II Self Management Skills II ICT Skills II Entrepreneurial Skills II and Green Skills II These chapters cater to the acquisition of soft skills among the students readers of this book Part B deals with the Subject Specific Skills It consists of four units Digital Documentation Advanced Electronic Spreadsheet Advanced Database Management System and Web Applications and Security The first three units of Part B are based on OpenOffice software suite They are technical in nature The version of this application used is OpenOffice 4.1.7 These chapters of Part B use Writer Calc and Base respectively Chapter Specific Features Chapter content meets the requirements of tech savvy students Activity provides a useful way to check the knowledge given practically Fact gives an interesting historical fact related to the concept Did You Know provides an interesting piece of knowledge to get the students interested Summary sums up the key concepts given in each chapter Every chapter has its accompanying exercise Also each unit ends with a Question Bank consisting of competency based questions very short short long answer questions etc Video Lectures Chapterwise video lectures are given to enable the students to understand better In order to access videos Download Merit Box Android App from Playstore Scan the QR code given in the chapter to watch the videos through the MERIT Box Android Mobile App Online Support E books for teachers only Teacher's Resource Book Overview of the chapters Lesson plans Answers to the exercises We hope that this book will meet the needs and requirements of the students as well as feed the intellectual curiosity of the readers Any suggestions for further improvement of the books will be welcomed

Authors **Getting an IT Help Desk Job For Dummies** Tyler Regas, 2015-04-15 Stand out in one of IT's fastest growing job markets If you're looking for a job in IT the help desk is the heart and soul of most IT operations and an excellent starting point for a promising career With the help of **Getting an IT Help Desk Job For Dummies** you'll gain the knowledge and know how to cut through the confusion of navigating the Information Technology job market IT can be intimidating to hopeful yet inexperienced job candidates but this guide will help you find and land the job of your dreams Through easy to follow explanations authoritative information and a bit of humor **Getting an IT Help Desk Job For Dummies** serves as your thorough and approachable guide to maximizing your competitive edge in this booming market The IT job market has continued to expand as technology matures and deepens its roots in business operations This is good news for you However it makes it that much harder to get a job in IT as recent grads and other professionals are practically stampeding to get their feet in the door of this rapidly expanding industry Luckily **Getting an IT Help Desk Job For Dummies** gives you an advantage by providing expert instruction on how to score an interview and secure a job offer the skills needed to obtain and maintain an IT position and authoritative information on how to establish a career path in the IT field Explore careers in the IT Help Desk

field and establish the path you want to follow Plan for post education certifications and training to make yourself more marketable Get expert guidance for creating a winning resume and cover letter Prepare for your IT Help Desk interview Loaded with simple straight forward advice Getting an IT Help Desk Job For Dummies is your all in one guide to starting your IT career on the right foot **Using Computers in Legal Research** Christopher G. Wren,Jill Robinson Wren,1994

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 *Peter Norton's Introduction to Computers Office 97 Tutorial with 3.5 IBM Disk* Peter Norton,1998-01-05 Peter Norton's new Office 97 Tutorial helps students learn to create process and present information using Microsoft Office 97 Emphasizing hands on instruction this applications tutorial includes a student data disk to help students apply and practice the skills and techniques they learn in each lesson

Word 2002: Core & Expert, A Professional Approach, Student Edition with CD-ROM Deborah Hinkle,2002-05-29 Word 2002 Core Expert from Glencoe's Professional Approach Series provides students with real world context for learning software applications Numerous screen shots and displays of toolbar buttons aid instruction Numerous exercises and applications reinforce every skill taught Word 2002 Core Expert presents exercises in real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they'll face A comprehensive instructional package allows instructors to tailor the program to teaching styles lab needs student objectives and student learning styles

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

The Family PC Guide to Homework Gregg Keizer,1996-09-05 An informative guide written for parents of children ages 3 to 15 offers software reviews covers such topics as reading math geography history science art music and languages and contains a CD ROM with product demos and computer tips for researching on line Original All Users *Word 2002 Introductory* Sarah E. Hutchinson-Clifford,Glen J.

Coulthard,2001-10 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverageThe primary market is the

Introduction to Computing CIS computer literacy course requiring a lab component that covers software applications Other course areas include Adult and Continuing Education Individual Application courses which are one credit hour designed to provide a brief introduction to a single software application

FileMaker Pro 7 Advanced Cynthia Baron,Daniel

Peck,2005 For database software FileMaker Pro has always been almost shockingly easy to use However somewhere along the way it also became incredibly powerful so much so in fact that s it s no longer about just creating small scale relational databases If you re ready to move beyond the basics and take advantage of FileMaker Pro 7 s advanced features this task based guide provides the key By applying the same visual approach step by step instructions and concise explanations employed by the popular Visual QuickStart Guides to complex topics like creating and managing links between fields in multiple tables and employing the advanced security features to define which fields are editable by different user categories this handy guide represents the most efficient way for experienced FileMaker users to take their skills to the next level By the end of the volume you ll be creating custom databases using advanced querying features and managing huge volumes of complex data text video images audio PDFs and more with FileMaker Pro 7 Mastering Word 6 for Windows Ron Mansfield,1995 This book offers comprehensive thoroughly illustrated coverage of Word 6 for Windows from simple word processing to complex desktop publishing techniques Loaded with practical tips and valuable notes and warnings the book is written from a skeptic s point of view Readers learn what works what doesn t and why Includes 101 Word 6 Tips and special mission critical icons *Exploring Microsoft Word for Windows 95, Version 7.0* Robert T. Grauer,Maryann M. Barber,1996 The Exploring Windows 95 series has been updated to accommodate the Microsoft Windows 95 operating system Problem sets have been expanded to review and extend the information with four levels of end of chapter exercises This work explores Microsoft Wo

Decoding **Document Controller Resume Template**: Revealing the Captivating Potential of Verbal Expression

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