

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	

Document Control Resume Sample

Brent Heslop, David Angell



Document Control Resume Sample:

Title List of Documents Made Publicly Available ,1989 **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 **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 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 *Model Systems Engineering Documents for Adaptive Signal Control Technology (ASCT) Systems* Kevin J. Fehon,2011 **Gregg College Keyboarding & Document Processing (GDP), Student Manual, Word 2002** Scot Ober,Jack Johnson,Arlene Zimmerly,2002-04-05 **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 **Title List Publicly Available Documents, Three Mile Island Unit 2, Docket 50-320** U.S. Nuclear Regulatory

Commission. Division of Technical Information and Document Control,1979 Educational Research Document Summaries
Educational Research Information Center (U.S.),1966 **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 **The**
Microscope Arthur L. E. Barron,1988 Vol 3 adds section The Entomological monthly **Guidance for Assessing**
Chemical Contaminant Data for Use in Fish Advisories ,1995 *Colorado Lawyer* ,1994 **Interpreting**
Educational Research Daniel R. Hittleman,Alan J. Simon,2002 This book provides the basic knowledge and skills to read
interpret evaluate and write about quantitative and qualitative educational research It allows teachers to make program
curriculum and instructional decisions based on research results The authors goal is to guide readers to think as research
consumers through directed learning activities based on current integrated language arts principles and practices Chapter
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Industrial Documentation Handbook Thomas T. Samaras,1978 Manual providing a guide to documentation and records
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