

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	<b>Administrator</b> <b>ABC Securitas</b> <ul style="list-style-type: none"><li>• Provide high level administrative/secretarial services.</li><li>• Arrange and coordinate meetings and events including meet, greet guests, record and distribute minutes of meetings.</li><li>• Prepare memos, letters and presentations.</li><li>• Conduct research and analyses data to prepare reports, documents and presentations when required.</li><li>• Organize meeting and travel plans in an efficient and structured manner as flight booking, hotel &amp; transport arrangement with travel agenda management.</li><li>• Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.</li><li>• 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.</li><li>• File and retrieve corporate documents, records, and reports. Document, record information by recording, storing, or maintaining information in written or electronic form.</li><li>• 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.</li></ul>
Mar 2017 - Oct 2018	<b>Document Controller</b> <b>Win Energy Electro LLC</b>

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	

# Sample Resume For Document Controller Job

**William E. Montag**



## **Sample Resume For Document Controller Job:**

**Real-resumes for Construction Jobs** Anne McKinney,2002 Title shows resumes and cover letters of people seeking employment in the construction industry Job hunting techniques are explained in step by step fashion in order to benefit those seeking construction work Because the construction industry tends to be cyclical a helpful section is included which describes how to transfer construction industry experience to other fields and industries The book s main contents are the resumes and cover letters of construction industry professionals Included are resumes of project manager carpenter foreman safety manager electrician brick mason engineering manager real estate agent plumber job planner sander flooring installer interior designer independent contractor and many others

**Real-resumes for Manufacturing Jobs** Anne McKinney,2002 Title shows resumes and cover letters of people who wish to enter the manufacturing field advance in it or exit from it into new careers Job hunting strategies are provided as are strategies for transferring manufacturing skills and experience to other industries The book contains more than 100 real resumes and cover letters which target this industry and the purpose of the book is to give models or examples for people to use in creating their own resumes and cover letters tailored to the manufacturing industry Readers will find resumes of machine operator product design director production foreman quality engineer shipping and receiving manager tool and die maker tire builder welder team leader assembler maintenance supervisor and many other jobs This book will be of enormous help to people seeking employment in the manufacturing sector and to people who desire to transfer knowledge gained in a manufacturing environment into new occupational areas

*Resumes and Cover Letters for Managers* Anne McKinney,1999 Destined to become the bible for managers who want to make sure their resumes and cover letters open the maximum number of doors while helping them maximize in the salary negotiation process From office manager to CEO managers trying to relocate to or from these and other industries and fields will find helpful examples Banking Agriculture School Systems Human Resources Restaurants manufacturing Hospitality Industry Automotive Retail Telecommunications Police Force Dentistry Social Work Academic Affairs Non Profit Organizations Childcare Sales Sports Municipalities Rest Homes Medicine and Healthcare Business Operations Landscaping Customer Service MIS Quality Control Teaching the Arts and Self Employed

**No-nonsense Resumes** Wendy S. Enelow,Arnold G. Boldt,2006-01-01 A no nonsense guide to creating an effective resume covers such topics as preparing a professional resume presentation using attention grabbing keywords and using electronic resume submission tools *Career For Dummies Three eBook Bundle: Job Interviews For Dummies, Resumes For Dummies, Cover Letters For Dummies* Joyce Lain Kennedy,2013-01-02 Three complete ebooks for one low price Created and compiled by the publisher this career bundle brings together three of the bestselling For Dummies career titles in one e only bundle With this special bundle you ll get the complete text of the following titles Resumes For Dummies 6th Edition Write a winning resume and land that job interview Is your job search stalling out after you submit a resume but before you re offered an interview

With a recession that has caused widespread unemployment having a winning resume is vital to securing an interview and it demands a fresh look at how you write your resumes and market yourself Whether you re entering the job market for the first time looking for a new job after a lay off or changing careers Resumes For Dummies shows you the ropes and rules for a new era in recruiting and job searching Job Interviews For Dummies 4th Edition Does the thought of interviewing for a new job send shivers down your spine It doesn t have to Whether you re searching for your first job changing careers or looking for advancement in your current line of work Job Interviews For Dummies shows you how to use your skills and experiences to your advantage and land that job Following a half decade characterized by an explosion of economic crises global expansion and technological innovation in the job market today s job seekers vie for employment in a tough era of new realities where few have gone before In addition to covering how to prepare for an interview this updated edition explores the new realities of the job market with scenarios that you can expect to encounter an updated sample question and answer section coverage of how you can harness social media in your job search information on preparing for a Web based interview and the best ways to keep your credibility when applying for several jobs at once Cover Letters For Dummies 3rd Edition Cover letters are alive and sell When they re written right that is To stand out in today s sea of qualified job seekers learn to craft riveting new breeds of cover letters create vibrant images online and discover sensational self marketing documents you never imagined This completely revised and updated 3rd Edition of Cover Letters For Dummies brings you all this plus over 200 great new samples by 62 successful professional cover letter resume writers You ve probably suspected that passive and sleepy cover letters merely hugging resumes won t get you where you want to go Especially in a shaky job market

**TOP SECRET**

**Resumes & Cover Letters, the Third Edition Ebook** Steven Provenzano CPRW/CEIP,2012 As seen on in CNBC CNN WGN The Wall Street Journal and endorsed by The Chicago Tribune the new edition of Top Secret Resumes is now the complete career marketing tool for all job seekers This is the only book of its kind that includes a free consultation by the author Includes more than 100 high impact Resumes and Cover Letters for virtually all professions 250 8 5 x 11 pages total Bonus includes tips on effective Linkedin Profiles Networking Career Marketing Interviewing and Online Resources Covers Executive Positions Technical Non Technical Management Engineering IT Software Hardware design Sales and Marketing Teachers Nurses HR Public Relations and more many with documented results Steven Provenzano s books have sold more than 100 000 copies and remain essential guides for serious job seekers He has written more than 5000 resumes for clients worldwide for over 20 years and the full cost of this book is reimbursed with any resume writing service by the author at <https://Execareers.com> **Resumes For Dummies** Laura DeCarlo,Joyce Lain Kennedy,2015-08-03 Expert guidance on writing a winning resume that will set you head and shoulders above the crowd to land that elusive interview and get the job of your dreams **CareerJournal.com Resume Guide for \$100,000 + Executive Jobs** William E. Montag,2002-10-22 The Proven Professional Resume and Job Search Guide for Executivesin the 100K and Above Salary Range This new

expanded edition of a classic bestseller supplements veteran career advisor William Montag's years of experience with the powerful online resources of CareerJournal.com The Wall Street Journal's own career Web site Let this handy resource be your own professional executive coach with up to the minute advice on how to land your ideal executive job using proven high visibility marketing techniques The top notch real world resume and cover letter samples inside will help you launch your search with the same competitive edge held by the top level clients of Montag Associates You'll learn how critical self marketing is to your success and how to maximize your marketability by pairing the perfect cover letter with the right resume for any job opportunity By combining the author's power packaging and patented Expansionist Theory™ methods with 247 online job search strategies you can outmarket outsmart and outclass the competition Put your executive job search on the fast track with All the marketing techniques and online skills of professional executive career coaches Up to date listings of the best career and job search sites on the Internet Sample resumes accompanied by their own specially designed cover letters Frequently asked questions and market tested answers Top ten rules for the twenty first century job market

**Resumes For Dummies** Joyce Lain Kennedy, 2011-01-13 Write a winning resume and land that job interview Is your job search stalling out after you submit a resume but before you're offered an interview With a recession that has caused a 10% unemployment rate affecting 15.3 million Americans having a winning resume is vital to securing an interview and it demands a fresh look at how you write your resumes and market yourself Whether you're entering the job market for the first time looking for a new job after a lay off or changing careers Resumes For Dummies shows you the ropes and rules for a new era in recruiting and job searching Instructions for writing an inclusive core resume Tips on targeting a known position or tailoring a resume to specific industries Common resume writing mistakes to avoid Updated with the latest information on privacy issues in the electronic age Resumes For Dummies is your go to guide for getting your foot in the door [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 *Sales Management* Thomas N. Ingram, Raymond W. LaForge, Ramon A. Avila, Charles H. Schwepker (Jr.), Michael R. Williams (Professor of marketing), 2021

[Title List of Documents Made Publicly Available](#) U.S. Nuclear Regulatory Commission, 1984-02 175 *High-Impact Resumes* Richard H. Beatty, 2003-11-20 The ingenious guide to making your resume stand out from the crowd 175 High Impact Resumes Third Edition provides the tools tips and examples you need to build a professional resume that packs a punch It guides you step by step through the process of constructing your resume and highlighting key components while giving you a clear understanding of the design content and overall performance of each part You'll learn how and when to

use a variety of resume formats including chronological functional linear and others With 175 hand picked successful resumes of both experienced jobseekers and recent college grads there's definitely a resume here that suits your needs Almost all the resumes in this new Third Edition have been revised and updated to reflect the current thinking and terminology of the employment profession And there's more A new chapter that provides a practical checklist of the do's and don'ts of resume writing Guidelines for preparing a professional electronic resume Results of an authoritative survey of employment professionals that highlight what employers look for in resumes Resumes across a wide array of occupational areas including administration finance accounting human resources public relations law marketing sales technical services engineering education retail and many more By following the guidelines and model resumes in this invaluable book you can automatically build a highly effective professional resume with wallop Regardless of your level of experience and no matter what industry you're in 175 High Impact Resumes Third Edition will help you get the big interview and land that knockout job

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## **Table of Contents Sample Resume For Document Controller Job**

1. Understanding the eBook Sample Resume For Document Controller Job
  - The Rise of Digital Reading Sample Resume For Document Controller Job
  - Advantages of eBooks Over Traditional Books
2. Identifying Sample Resume For Document Controller Job
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sample Resume For Document Controller Job
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Resume For Document Controller Job



- Personalized Recommendations
- Sample Resume For Document Controller Job User Reviews and Ratings
- Sample Resume For Document Controller Job and Bestseller Lists
- 5. Accessing Sample Resume For Document Controller Job Free and Paid eBooks
  - Sample Resume For Document Controller Job Public Domain eBooks
  - Sample Resume For Document Controller Job eBook Subscription Services
  - Sample Resume For Document Controller Job Budget-Friendly Options
- 6. Navigating Sample Resume For Document Controller Job eBook Formats
  - ePub, PDF, MOBI, and More
  - Sample Resume For Document Controller Job Compatibility with Devices
  - Sample Resume For Document Controller Job Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Resume For Document Controller Job
  - Highlighting and Note-Taking Sample Resume For Document Controller Job
  - Interactive Elements Sample Resume For Document Controller Job
- 8. Staying Engaged with Sample Resume For Document Controller Job
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sample Resume For Document Controller Job
- 9. Balancing eBooks and Physical Books Sample Resume For Document Controller Job
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sample Resume For Document Controller Job
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Resume For Document Controller Job
  - Setting Reading Goals Sample Resume For Document Controller Job
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Resume For Document Controller Job

- Fact-Checking eBook Content of Sample Resume For Document Controller Job
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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