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| **AMEEN K M** |  |

**A Document controller with a successful career spanning 2 years**

***Objective***: Highly motivated, results-driven management professional with experience in Document controlling and maintaining with an effective filing system in accordance with company procedures. Resourceful and detail-oriented with strong analytical, time management, and the ability to exercise good judgment when handling confidential matters within fast-paced, deadline-oriented environments. Flexible and committed personality together with good expertise, problem solving, coordination and communication skills.

### Professional Details

***Skill In:***

* Ability to evaluate, prioritize, organize and delegate work schedules.
* Extremely personable, professional, self-motivated and resilient, possess a strong desire for personal growth, work independently and effectively utilize time.
* Making a sound, independent judgments within established policies and procedures;
* Organizing own work, setting priorities and meeting critical deadlines;
* Effective interaction and communication with co-workers, managers, subordinates.

***Professional Competencies***

* Excellent Written and Oral Communications
* Dynamic Approach
* Customer Service oriented Attitude
* Sound Knowledge in Computer application, including email and MS office
* Adaptable to Various Challenging Environment

### Career History

**BOMBAY PLYWOOD INDUSTRIES KERALA, INDIA**  **2 June 2014 to 8 July 2016**

**DOCUMENT CONTROLLER**

Bombay Plywood Industriesare one of the leading Plywood Manufactures in Kerala, India with self owned properties over a period of 13 years

**Responsibilities:**

* Maintaining a tracking facility to enable documents to be updated easily.
* Scanning in all relevant new documents.
* Checking dispatch documents are accurate.
* Presentation and filing of documents and drawings.
* Responsible for maintaining hard copy information.
* Issuing and distributing controlled copies of information.
* Ensuring all documents are as up to date as possible within electronic filing systems.
* Carry out various miscellaneous activities relating to the administrative functions.

### Education

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| --- | --- | --- | --- |
| No | Course | University/ Board |  |
| 1. | Bachelor of Commerce (Completed) | Mahatma Gandhi University, India |  |
| 2. | Plus Two (Commerce) | National Institute of Open Schooling, Government of India |  |
|  |
|  |
| 3. | Secondary School Leaving Certificate | Government of Kerala General Education Department |  |

### Computer Proficiency

* Diploma in Computer Application.
* Operating systems: Windows 95 98 2000 XP and windows 7
* MS office packages: MS Word, MS Excel, MS PowerPoint, and MS Access
* Well knowledge on computers and Internet operation.

### Personal Details

* Language : English, Hindi & Malayalam.
* Date of Birth : 14-12-1995

**Job Seeker First Name / CV No: 781842**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

