Curriculum Vitae

**Abrar**

**PROFILE**

Document Controller with over 2 years of relevant experience in India. Expertise includes ability to handle extreme pressure and huge volume of document management, resolving all manner of requests or issues raised by client / customer service teams. Provides excellent interpersonal, collaboration & team building skills with proficiency at grasping new technical concepts quickly and utilize the same in a productive manner.

**CAREER OBJECTIVE**

Contribute to a dynamic growing organization where my strong analytical, interpersonal skills and hard work will have a significant impact. The optimal position will provide professional growth and opportunities to contribute.

**ACADEMIC QUALIFICATION**

* Intermediate with major Commerce - The Board of Intermediate Education, A.P,
* SSC-Board of Secondary

**CORE COMPETENCIES**

Data Entry | Document controller | Microsoft Office Suite |Accounting software – Tally, Peachtree, Focus, Sage, & Wings | Hardware and Networking

**PROFESSIONAL EXPERIENCE**

**Customer Care Executive Cum Data Entry Operator**

**Worked as DOCUMENT CONTROLLER with INFO MATRIX for 2 Years.**

**Responsibilities**

* Control all aspects of project documentation on multiple simultaneous projects, utilizing various control methods/systems.
* Prepare, operate and update Document Control Procedures in line with the Company’s Document Management System.
* Ensure proper document control support is given to each project.
* Produce and maintain Document Progress Reports to Project Managers.
* Ensure all documentation provided is as per Client quality formatting requirements. Formatting may include correcting templates, fonts and style, pagination and numbering and other activities that may be required to achieve a client’s documentation requirements.
* Create Document Control and correspondence folders for individual projects.
* Work in strict co-operation with the Project Manager to ensure project progress status integration.
* Ensure all templates used with the department conform to the Company standard.
* Ad hoc duties as required to assist the project team

PERSONAL ABILITIES

* Excellent Communication Skills
* Highly flexible to any environment
* Team player
* Passionate about Sales and customer satisfaction
* Ability to solve problems quickly
* Ability to multi-task and stay organized in a dynamic work environment
* Credible, articulate and confident
* Maintain a professional manner and polished appearance at all times
* [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)
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