**CURRICULUMVITAE**

**SUBAN**

Abu Dhabi, UAE

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**Objective:**

To seek employment in an organization that allows implementation of academic and practical knowledge with dedication, team spirit and co-operation. Hoping to grow with the organization and to perform the best of me in the task assigned.

**Professional Summary:**

* Presently working as a Document Controller with 3 years’ experience In Judicial Department under National Corporation for Tourism and Hotel (NCTH), Abu Dhabi from May 2013-till date.
* Worked in Hotel Hyatt in Anna Salai, Teynampet Chennai-INDIA, as customer service representative. Duration: 12Month
* Experience in document control, document imaging, document archiving, and maintenance of electronic and physical documents

**Professional Experience:**

**Document Controller - NCTH**

* Skilled in reviewing and preparing statistics and reports
* Ability to interact and coordinate with internal and external business partners
* Store and maintain company documents in both electronic and physical forms
* Scan, image, index, and organize documents project wise
* Follow process and principles of company's document lifecycle procedures
* Archive, control, and retrieve records as and when needed
* Keep records of project details, meeting minutes, technical specifications, drawings, etc.
* Classify, sort, and categorize documents in alpha-numerical order
* Control issuance of documents and seek proper approval for the same from senior authorities
* Review completeness, accuracy, and authenticity of documents
* Perform quality check on documents by following document control processes
* Ensuring all documents is as up to date as possible within electronic filing systems.
* Assist with the implementation, management and administration of the electronic document management system.
* Keep current hard copies and file supersede version.
* Operate office equipment like fax machines, printers and scanners.
* Maintaining a tracking facility to enable documents to be updated easily.
* Responsible for maintaining hard copy information.

**Certification:**

* Certified in IATA Foundation Course in Travel & Tourism from Zabeel Institute, Abu Dhabi, UAE.
* Awarded as a best Document Controller from Emirates Identity Authority.

**Skill Set:**

* Document Control – Advanced
* Adobe Acrobat – Advanced
* MS Office - MS Word, MS Excel, MS Power point - Advanced
* Complete exposure in a computer working environment.
* Operating Systems: Windows XP, 7

**Key Skills:**

* Co-ordination
* Creative and Planning in handling new challenges
* Result Oriented
* Quick Learner
* Good Typing Speed(English)
* Self-Motivated, Friendly and good team member.
* Hardworking, honest, sincere.

**Qualification:**

|  |  |  |
| --- | --- | --- |
| **Course** | **University / School** | **Major Specialization** |
| Diploma in Communication Equipment  Honor Diploma in Computer Servicing Engineering,  Pre-Degree (10+2,Higher Secondary)  BBA { bachelor business administration } | DECIBEL Institute of Electronic Trichy  DECIBEL Institute of Electronic,Trichy  Govt. Higher Studies,Kothamangalam  Annamalai university  Chithambaram | Document Controller &  Customer service |

**Languages Known:**

|  |  |
| --- | --- |
| * Tamil – Speak, Read, Write – Mother Tongue * Malayalam - Speak | * English – Speak , Read, Write * Hindi – Speak * Arabic – Speak, Read |

**Personal Data:**

Date of Birth :15.04.1992

Nationality :Indian

Marital status :Single

Sex :Male

Religion : Islam

Visa Status : Residence Visa(Transferable)

**Declaration:**

I hereby declare that all the above furnished information istrue and best of my knowledge

Place:Abu Dhabi yours truly

Date: