Marie

Document Controller

A document controller with a proven ability to establish and maintain an eﬀective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of: electronic data management systems, supplier document controls, electronic filing systems,final handover and also technical library (inc. codes and standards, and legislation) etc. Easy going by nature and able to get along with both work colleagues and senior managers, currently looking for a suitable document controller position.

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**WORK EXPERIENCE**

**Document Controller**

*02/2017 – 06/2019* *Cameroon*

*RESPONSIBILITIES/DUTIES*

Demonstrated proficiency with large-scale Document Control management software (KDOC) and (ACONEX).



Develop and maintain document control processes for the eﬃcient management and recording all documentations.



Ensure that all the relevant Project documentation are registered / maintained in the electronic Document Management System (eDMS).



Develop Photocopies / Binding and transmitting of documents as part of client’s submission.



Understand and manage Client EDMS system.



Liaise with Project Management & team, Client and Sub-contractors eﬀectively and resolve problems and issue’s relating to documentation.



To maintain a safe and secured working environment within Document Control.



**SKILLS**

Proficient in computer software programs such as, word processors, spreadsheet programs, and database systems.



Basic analytical experience Proficient typing skills



Data organization and storage knowledge

**EDUCATION**

**DOCUMENT CONTROL**



Zabeel International Institute of Management And Technology.

*08/2019 – Present* *Dubai ( United Arab Emirates )*

*Courses*

Customer Service  Microsoft suit Powerpoint,



Excel.

Outlook.



**Oﬃce Assistant**



*12/2016 – 01/2017* *Bamenda (Cameroon)*

*RESPONSIBILITIES/DUTIES*

Handle incoming and outgoing oﬃce correspondence.



Compile and maintain records of oﬃce activities and business transactions.



Type, format, proofread and edit documents from notes or dictation.



Manage work schedules, calendars, and appointments.



Obtain information to respond to requests by reviewing files, documents, and records.



Take inventory and order materials, supplies, and services as needed.



Prepare and mail bills, invoices, checks, and contracts.



Supervise and direct the work of lower-level clerks.



**SECRETARIAT DUTIES**



Krystal Computers

*10/2018 – 02/2019 Cameroon Courses*

Microsoft suit



**CERTIFICATES**

Document Controller (08/2018 – Present)

*A (KHDA) certified Document Controller*

Diploma in computer Operation (10/2018 – 02/2019)

**LANGUAGES**

English French

*Full Professional Proficiency* *Limited Working Proficiency*