



NIVED CHIRAKKAL

DOCUMENT CONTROLLER

CONTACT

+971 501002823

nivedraj1995@gmail.com

Al Zahra street, Near Central Post Office
Sharjah – UAE

PERSONAL SUMMARY

A document controller with a proven ability to establish and effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedure. Possessing extensive knowledge of electronic data management system, supplier document controls electronic filing system. Easy going by nature and able to get along with both work colleagues and senior manager.

OBJECTIVE

A document controller is a controller responsible for the timely, accurate and efficient preparation and management of documents, and control the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents produced by technical teams, projects or department.

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

WORK EXPERIENCE

- 2023 DOCUMENT CONTROLLER**
NAJMAT MADRID TECH.CONT.
Work with NA JMAT MADRID TECH.CONT. Manpower Construction Company Sharjah UAE till date.
- 2019 OFFICE ADMIN**
2022 NOOR AL BAHRAIN PLASTER & TILES CONT.
Worked with NOOR AL BAHRAIN PALSTER & TILES CONT. Manpower Supply Company in Sharjah UAE.

EDUCATION

- 2009 DIPLOMA**
2012 MECHANICAL ENGINEERING
All India Technical Education Department
- 2011 BOARD OF HIGHER SECONDARY**
2013 COMMERCE
Board of Higher Secondary Examination Government of Kerala India.
- 2010 GENERAL EDUCATION DEPARTMENT**
2011 HIGH SCHOOL
General Education Department of Kerala.

SKILLS

MS Excel
MS Word
Customer Relation
WPS Note Pad
Data Entry
Good Communication Skill

