

Jinan P

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Dubai, UAE.



Objective:

Applying for the position as a **Document Controller** in your reputed organization where I can utilize my education and experience for the optimum growth as well as personal career growth.

Career History

**Document Controller,
C3 Card (An Edenred Company) Dubai, UAE.**

(05/09/2016 to 31/12/2017) 1 year and 4 months UAE Experience as KYC Clerk.

Job Profile:

- To arrange all the KYC documents (Passport Copy, Visa page & Emirates ID) as per sections.
- To ensure all the documents are valid as per Company requirements.
- To split, merge or resize the document as needed.
- To enter the all the accurate KYC details to the software.
- To upload all the required documents to the software.
- To report to the Supervisor once completed.
- To report to the Supervisor in case of any discrepancy of documents.

IT Teacher, Mark Higher Secondary School

(01/06/2014 to 30/06/2015)

Job Profile:

- Co-coordinating IT labs and other computer related office works.
- Maintaining students achieving the class works as projects and seminars.
- Performs as group leader and attended many programmers in the club.
- End of the month were conducting exams and caring the students.

Academic Profile

- **Diploma in Computer Engineering** - Trivandrum University, India

- **SSLC** – State Board of Kerala

Computer Skills:

- MS Office Applications (Word, Excel & PowerPoint)
- Internet & E-mail Applications.
- Operating systems: windows2000/ xp, windows7ultimate, windows8, Linux.
- Languages: C, Java, Html, Sql/Plsql, Php, Data structure, network programming, Microprocessor.
- DDI (Diploma in Digital Imaging)

Academic Project:

Mini Project: MEDICAL STORE SYSTEM

Description: The main aim of project includes registration of customer, storing their details into the system, computerized billing in the pharmacy, and labs.

Main Project: PERSONALIZED WEB SEARCH ENGINE

Description: The main aim of project designed to serve all users, independent of the special needs of any individual user it considers users interest and generates search results based on the user's semantic profile.

Other Skill and Achievements:

- Coordinated Tech fest organized by the department.
- Have attended 30days Industrial Training conducted by rambus.
- Participated in seminars and other activities.
- Visited companies as a part of industrial visits.
- Regular participant of youth festival competitions.
- Coordinated health and physical activities.

Personal Profile:

Nationality	: Indian
Date of Birth	: 23.08.1994
Marital Status	: Married
Religion	: Islam
Passport No	: F-2230114
Visa Status	: Residence (Husband Sponsor Ship)
Language Proficiency	: English, Hindi & Malayalam
