



PROFILE

A well qualified and experienced Admin/Document Controller with an experience of over a decade in Administrative assistance and Document Control in a well reputed manufacturing and trading company.

CONTACT

PHONE:

+971505435563

EMAIL:

janisar.ark@gmail.com

HOBBIES

Cricket
Travelling

JANISAR AKHTAR

Admin/Document Controller

EDUCATION

May 2008

University of Kashmir, India

M.Sc Electronics

(First Grade)

February 2006

University of Kashmir, India

B.Sc (IT)

(Second Grade)

WORK EXPERIENCE

April 2009 - August 2021

Admin/Document Controller

Aqua Impex Foods

Main Chowk Tehsil Road Baramulla, Jammu &
Kashmir, 193101 India

Responsibilities:

- Controlling company and project documentation.
- Manage, organize and file documents and conduct file searches as requested.
- Create, adjust and maintain filing systems for storage and retrieval of documents within the department.
- Maintain and keep records of all sent and received correspondence.
- Using computers to organize and distribute documents within a company.

- Create variety of indexes, summaries, updates, analysis and reports.
- Coordinate with other Departments to collect the data.
- Generate reports for Audits.

SKILLS

- Excellent knowledge of Adobe PDF reader and Editor.
- Excellent knowledge of Computer Hardware, Software's and Windows Operating Systems like Windows 7 and Windows 10.
- Excellent knowledge of e-mailing, Scanning and Printing documents from PCs, Laptops and Mobiles to MFP devices.
- Sound knowledge of Oracle ACONEX.
- Good knowledge of Microsoft Office 2013 package like MS word, MS Excel and MS PowerPoint.
- Good knowledge of Digital Signature and its application and implementation.
- Good Teamwork and time management skills.

PERSONAL DETAILS

Name: Janisar Akhtar

Fathers Name: Anayat-ullahWani

Nationality: Indian

Religion: Islam

Date of Birth: 01-04-1985

Passport No: U2522357

I do hereby declare that all the above mentioned details are true to the best of my knowledge and beliefs.

Place: Dubai

Janisar Akhtar