



NEETHU K

DOCUMENT CONTROLLER

CONTACT

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COMPUTER SKILLS

- Aconex (Basic)
- Power BI (Basic)
- MS Word
- MS Excel
- MS Power Point
- Tally.ERP 9

SKILLS

- File organization and retrieval
- Time Management
- Data entry and filing
- Quality assurance and compliance
- Employee Recruitment
- Employee Relations
- Administrative support
- Organizational abilities

LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Tamil (Fluent)
- Hindi (Intermediate)

OBJECTIVE

Master Of Business Administration graduate with specialization of Human Resource and Finance from Anna University. Seeking an entry-level Document Controller position to apply my organizational and administrative skills in managing and maintaining document systems efficiently.

EDUCATION

- Master of Business Administration** 2015 - 2017
Human Resource and Finance
Sree Narayana Guru Institute of Management Studies, Coimbatore
- Bachelor of Commerce** 2012 - 2015
Information Technology
Sree Narayana Guru College, Coimbatore
- Higher Secondary Education** 2010- 2012
Govt. Victoria Girls Higher Secondary School, Chittur
- Secondary Education** 2009- 2010
Govt. Victoria Girls Higher Secondary School, Chittur

WORK EXPERIENCE

- Cedar Interiors, Coimbatore** 2024 - 2025
HR Recruiter
- Alpha Resource Management Concepts, Bangalore** 2023- 2024
HR Recruiter
- Hiring Pearl, Chennai** 2022 -2023
HR Assistant
 - Responsible for conducting end-to-end IT and Non-IT recruitment process.
 - Understanding the client requirements and identifying skilled candidates through various recruitment methods.
 - Responsible for the end-to-end sourcing, initial screening and scheduling the interviews with candidates who have been shortlisted for the position.

KEY COMPETENCIES

- Strong team playing & Leadership skills.
- Profound specialist knowledge in accounts.
- Ability to handle high pressure in a fast-paced environment.
- High sense of commitment.
- Self-motivated and capable of multitasking.
- Highly innovative and organized professional.

PERSONAL DETAILS

Date Of Birth: 11.04.1994
Nationality: Indian
Marital Status: Married
Driving License: India

PASSPORT DETAILS

Passport No: N6827299
Date of Issue: 25/01/2016
Date of Expiry: 24/01/2026
Place of Issue: Cochin
Visa Status: Residency Visa

- Creating job description and posting it in various online job posting sites such as Indeed, LinkedIn, Hirect, Job Hai, Naukri.
- Maintaining database of resume and regular follow up with the candidates.
- Coordinating with the candidate from the date of interview till joining.
- Maintaining daily/weekly/monthly reports such as interview status reports, selection report and feedback report.
- Giving feedback and training to the team whenever necessary.

Nallepilly Co-Operative Bank, Palakkad

2017-2019

Office Assistant

- Handling incoming calls and other communications.
- Answering customer questions about all aspects of banking products, services, and options.
- Processing incoming deposits from customers by updating records in the accounting system and verifying amounts with customers.
- Processing outgoing payments from customers accounts by updating records in the accounting system and issuing checks or initiating wire transfers, as applicable.
- Organizing documents with an excellent filing system.
- Greeting clients and visitors as needed.
- Organizing travel by booking accommodation and reservation needs as required.
- Coordinating events as necessary.
- Creating, maintaining, and entering information into databases.

AWARDS AND ACHIEVEMENTS

- Got 6th rank in under graduation from Sree Narayana Guru College, Coimbatore affiliated to Bharathiar University.
- Course Completion Certificate of Tally. ERP 9 from Tally Institute Of Learning organized by Sree Narayana Guru College.
- Participated in the event Creative Management organized by Sree Narayana Guru College.

DECLARATION

I hereby declare that the furnished details are true and fair to the best of my knowledge and belief.