**Rahul Yadav**

**Mobile : 00 919696827352**

**E-mail : vivek.assi@gmail.com**

**Passport no.-K3427333**

**Nationality :Indian Applied for the post of: Office clerk & Document controller**

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| --- | --- |
| * **Skills** * **Document management** * **Secretarial tasks** * **Archiving** * **MS OFFICE** * **OUTLOOKS** * **SAP R3 SOFTWARE** * **Office IT skills** | To work as a document controller for “Hindustan unilever Ltd” and handle all aspects of document management processes and activities.  **EXPERIENCE**  **HIMALAYA DRUG COMPANYVARANASI January-2013 May-2015**  **OFFICE CLERK**  Schedule meetings and office activities and book catering appropriately.  Maintain supply closet and re-stock offices as necessary including inventory and ordering office materials.  Prepare payroll checks cross-checking check details against payroll printout.  Recorded receivables and prepared billings for mailing.  Sorted and distributed incoming mail.  Arranged for management travel accommodations including hotel and flight bookings and preferred car service.  Greeted clients in office and over multi-line phone system promptly and courteously.  Delivered inter-office messages to staff and management via email and in person.  Took dictation and transcribed for business correspondence  **HINDUSTAN UNILEVER LTD DELHI June-2015** **Currently**  **Document Controller**  Experience in document control, document imaging, document archiving, and maintenance of electronic and physical documents  Excellent command over written and verbal English  Skilled in reviewing and preparing statistics and reports  Ability to interact and coordinate with internal and external business partners  Proficient with FTP clients, SharePoint, ISO, MS Office, and FileNet  Strong interpersonal, analytical, and teamwork skills  Maintaining a tracking facility to enable documents to be updated easily.  Scanning in all relevant new documents. Checking dispatch documents are accurate.  Presentation and filing of documents and drawings.  Responsible for maintaining hard copy information.Issuing and distributing controlled copies of information.  Managing and maintaining a Meridian Document Control System.  Provide advice on procedures of issue and methods in accessing the system.  Ensuring all documents are as up to date as possible within electronic filing  Systems. |

***Educational Qualification***

**MAHATMA GANDHI KASHI VIDYAPEETH VARANASI 2013 Bachelor arts HINDI**

**NET XPERT VARANASI 2010 COMPUTER HARDWARE&NETWORKING.**

***Technical Knowledge***

* **Operating System:-**  All Windows Version(2000,XP,win 2007,2008,SAP).
* **Office Package:-**  MS Office (MS Word, MS Excel, and MS PowerPoint.).
* **Internet:-** Best Knowledge of the Internet.
* Assembling of the Computers.
* Any type of troubleshoots in outlook Mail.

***PERSONAL DETAILS***

Date of Birth : 02August, 1992

Marital Status : Unmarried

Nationality : Indian

Languages Known: English, Hindi

Passport Details : K3427333

Passport issue date: 21/06/2012

Passport expiry date: 20/06/2022

**DECLARATION**

**I hereby declare that all the information provided here with is true to the best of my knowledge.**

**Date :-**

**(Rahul Yadav)**

**Place :-**