

Rahul Yadav

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Passport no.-K3427333

Nationality :Indian



• Skills

- Document management
- Secretarial tasks
- Archiving
- MS OFFICE
- OUTLOOKS
- SAP R3
- SOFTWARE
- Office IT skills

Applied for the post of: Office clerk & Document controller

To work as a document controller for “Hindustan Unilever Ltd” and handle all aspects of document management processes and activities.

EXPERIENCE

HIMALAYA DRUG COMPANY VARANASI 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

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 :-