



# Aswin Anpazhakan

## Document Controller

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Dubai, United Arab Emirates

## Profile

Dynamic Document Controller with over three years of experience in managing and optimizing document processes within a fast-paced environment. Expertise lies in ensuring compliance and accuracy of documentation, while effectively controlling the flow of information. Proficient in maintaining document management systems and adept at implementing efficient filing and archiving strategies. Strong problem-solving abilities and a commitment to confidentiality underpin a proactive approach to supporting team operations and assisting with audits. Ready to drive improvements in documentation practices and enhance operational efficiency in the next role.

## Employment History

### Document controller at Bafleh jewellery llc , Dubai

10/2021–Present

- Filing and archiving relevant documents.
- Ensuring all documentation meets formal requirements and required standards.
- Retrieving files for Accountants when needed.
- Designing file types, and document databases
- Checking and editing documents for accuracy and compliance.
- Controlling the flow of documents in and out of the department.
- Ensuring the secure destruction and disposal of sensitive documents.
- Updating and maintaining document management systems and physical records.
- Maintaining the security of confidential documents.
- Assisting employees with accessing documents through our document management system.
- Looking after the company stationary.
- Assisting the auditors for the financial auditing of the company.

## Links

[LinkedIn](#)

## Skills

Hard Working  
Flexibility and Adaptability  
Microsoft Office  
Ability to Work Under Pressure  
Ability to Work in a Team  
Decision Making  
Problem Solving  
Critical thinking and problem solving  
Leadership Skills  
Time Management  
Teamwork  
Ability to Multitask  
Communication  
Fast Learner  
Adaptability  
Effective Time Management  
Computer Skills  
Microsoft Excel  
Document Management  
Microsoft Outlook  
Communication Skills

## Education

### Bachelor's degree in commerce , University of Calicut , Palakkad

06/2018–03/2021

## Languages

English	Very good command
Malayalam	Native speaker
Tamil	Working knowledge
Hindi	Working knowledge