



Aswin Anpazhakan

Document Controller

aswina141999@gmail.com
+971507414923

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 |