



BRIGHTLY PRINCE BELL.R

DOCUMENT CONTROLLER

CONTACT

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EDUCATION

- 2005 - 2008
ANNA UNIVERSITY-
TAMILNADU-INDIA
- BACHELOR OF ENG - Information Technology
- 2003 - 2005
STATE BOARD OF
TAMILNADU-INDIA
- DIPLOMA COMPUTER SCIENCE

SKILLS

- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

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

OBJECTIVE:

Looking forward to work in an organization with a clear industry vision, fast-forward business momentum, a reputation for innovation, a strong commitment for excellence with a work culture that provides a perfect plank for a successful career, and contribute my fullest to the same.

WORK EXPERIENCE

- **IRON MOUNTAIN LLC-DWC (QIZ PROJECT MANAGEMENT)** APR-2023 - PRESENT
Document Controller cum Data Entry Clerk
 - Responsibilities for Iron Mountain Enter data into our **database** accurately and efficiently.
 - Handling intake, **scanning**, verification, and **storing documents**.
 - **Retrieving files** for other employees and customers when needed.
 - **Checking and Editing** documents for accuracy and compliance.
 - Controlling the **flow of documents** in and out of the department.
 - **Reporting errors** or developments regarding document storage.
 - **Updating** and maintaining document management systems and physical records.
 - Maintaining the **security of confidential** documents.
- **HAIDA GLOBAL GENERAL TRADING LLC, SHARJAH-IND AREA-18.** APR 2019 - OCT 2022
WAREHOUSE STOREKEEPER / ASSISTANT
 - Responsible for Al Rock Lubricants Engine oil Stocks Keep **up-to-date records** of receipts records, and withdrawals from the supplier.
 - **Receiving materials** from vendors in accordance with LPO issued and **reports discrepancies** to the Supervisor
 - Check all delivered items for expiry before acceptance
 - Labelling of chargeable supplies on timely basis
 - **Notify the Assistant** Director if excess quantity is to be issued as per Department request
 - Top up the items in all the **Departments** on the scheduled days
 - Forward all **paperwork** on receipt of materials to the warehouse assistant for entries in the system on the same day
 - To involve in the physical warehouse activities when needed

PERSONAL DETAILS:

PASSPORT NO : R7230521
DOB : 29.7.1983
MARITAL STATUS: Married.
VISA : Spouse visa

DECLARATION:

I do hereby declare that all the information provided above is true to my Knowledge.

PLACE :

DATE :