



VISHNU VARTHAN

Document Controller

+971509816319

vishnuvarthanvr@gmail.com

Al Jaffiliya , Dubai

EDUCATION

Bachelor of Computer science

Anna University

2011 - 2014

Diploma in Computer science

Anna University

2007 - 2010

SKILLS

Document flow management

Customer service

Time management

ADMINISTRATION SKILLS

LANGUAGE

English

Tamil

Experience

2022- 2024

Hubert Enviro care Pvt Ltd , India

Document Controller

Copy, scan and store documents, Check for accuracy and edit files, like contracts
Review and update technical documents (e.g. manuals and workflows),
Distribute project-related copies to internal teams, File documents in physical and digital records, Create templates for future use, Retrieve files as requested by employees and clients, Manage the flow of documentation within the organization, Maintain confidentiality around sensitive information and terms of agreement, Prepare ad-hoc reports on projects as needed

2019 - 2022

Tamilnadu chamber Foundation, India

Office Assistant

Handling incoming calls and other communications, Managing filing system.
Recording information as needed. Greeting clients and visitors as needed.
Updating paperwork, maintaining documents, and word processing.
Helping organize and maintain office common areas. Performing general office clerk duties and errands. Organizing travel by booking accommodation and reservation needs as required.

2016 - 2019

Taj Trading , India

Data Entry

Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners Type in data provided directly from customers Create spreadsheets with large numbers of figures without mistakes Verify data by comparing it to source documents
Update existing data Retrieve data from the database or electronic files as requested
Perform regular backups to ensure data preservation
Sort and organize paperwork after entering data to ensure it is not lost

Personal Information

Name - Vishnuvarthan

Father Name - Kathiresan

Gender - Male

DOB - 05/01/1991

Address - 5127, TNHB Colony
Madurai, TN (625011), India

Marital Status - Married

Religion - Hindu

Passport No - R1499295

Visit status - Visit visa