

YASH PAL

DOCUMENT CONTROLLER

Muscat Ruwi, Oman

94230481

paly7841@gmail.com

Linkedin Profile

[linkedin.com/in/yash-pal-118751259](https://www.linkedin.com/in/yash-pal-118751259)

Highly organized and detail-oriented professional with 9 experience in "Document Controller" processes and procedures. Skilled in document classification, indexing, and archiving, ensuring efficient information retrieval and compliance with regulations. Proven ability to work independently and as part of a team to meet deadlines and maintain accurate records.

EXPERIENCE (GULF)

Document Controller, ONEIC, SQUH

01.09.2018 – PRESENT

- Implemented and maintained document control procedures, ensuring compliance with company standards and industry regulations.
- Classified, indexed, and archived documents using a document management system (DMS).
- Conducted document reviews for accuracy and completeness.
- Managed document revisions and approvals through workflow processes.
- Provided training and support to colleagues on document control procedures.
- Collaborated with various departments to ensure efficient document flow and accessibility.

Utilized Oracle software (e.g., Oracle Inventory Management, Oracle Payables) to manage petty cash transactions, including:

- Recording petty cash disbursements and reimbursements.
- Reconciling petty cash accounts.
- Generating reports on petty cash activity.

Purchase Orders:

- Created purchase orders for goods and services using Oracle software, ensuring:
- Accuracy of order details (quantities, descriptions, pricing).
- Compliance with company purchasing policies and procedures.
- Timely submission of orders to vendors.

Processed purchase orders through the entire procurement cycle, including:

- Receiving and reviewing vendor quotations.
- Negotiating pricing and terms with vendors.
- Obtaining approvals for purchase orders.
- Monitoring order status and delivery schedules.

EXPERIENCE (INDIA OIL & GAS)

Document Controller, Daynite Engineers & Contractor Private Limited,
12/09/2014 - 23/11/2017

- Assisted in organizing and categorizing documents for efficient retrieval and storage.
- Managed data entry and ensured accuracy in document metadata for compliance audits.
- Supported the quality control team by ensuring document integrity and adherence to company standards.
- Facilitated document retrieval and distribution, ensuring access controls were in place.

EDUCATION

- **Bachelor of Information Technology (B.Sc.) - 59%**
Lovely Professional University, Jalandhar, Punjab
- **STCW (Standard Of Training, Certification & Watching Indos No.- 422)**
- **General Purpose Rating (Elementary First Aid & Fire Fighting).**

TECHNICAL SKILLS:

Document Control Systems (DCS) & Document Management Software (DMS):

- Proficiency in using software specifically designed for document control, such as Laserfiche, OpenText, or E-Builder.

Version Control:

- Understanding and applying version control practices to track changes, maintain document history, and prevent conflicts.

Quality Assurance and Compliance:

- Ability to ensure documents meet quality standards and comply with relevant regulations and industry best practices.

Record Keeping and Archiving:

- Implementing effective strategies for storing and maintaining documents according to retention policies and legal requirements.

Document Classification and Categorization:

- Organizing documents using logical and consistent classification systems for efficient retrieval.

Document Retrieval and Distribution:

- Effectively locating and distributing documents to authorized personnel based on need and access controls.

Data Entry and Management:

- Accurately entering and managing document metadata for efficient searching and organization.



DAYNITE ENGINEERS AND CONTRACTORS PRIVATE LIMITED

Corporate Office :

A-5, The Mahul Sea Breeze Co-op. Hsg. Society Ltd., Near BPCL Main Gate, Mahul Road, Chembur, Mumbai-400 074.

Ph.: 2553 6089 / 2554 6125 ☐ Fax. 2554 6134 ☐ website : www.daynite-engineers.com

E-mail : daynite@bom7.vsnl.net.in / director@daynite-engineers.com / mech@daynite-engineers.com.

Also at : GOA, YADODARA, PATALGANGA.

Date: 29/11/2017

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Mr. YAH PAL** was working with us as "Document Controller"
Site:- Vadodara, Gujarat with effect from **12/09/2014** to **23/11/2017**.

During his service period we found him very honest, sincere, hardworking & liable to work executed him. This certificate is issued for his better prospect.

We wish him all the success in his future life.





الشركة الوطنية العمانية للهندسة والاستثمار (ش.م.ع.ع)
Oman National Engineering & Investment Co. (SAOG)

CONFIRMATION LETTER

Ref : **ONEIC/HR&ADMIN/13799/2018**

Date : 15-NOV-18

MR.YASH PAL

SQU Hospital / 854-2016

Subject : **CONFIRMATION OF SERVICE**

Dear Yash,

The Management is pleased to inform you that you have successfully completed your probationary period up to the satisfaction of the company and that your services with the Company is confirmed with effect from **13-NOV-18**.

We wish you the very best in your career, and look forward to a long and mutually beneficial association for the growth and development of the Company.

Yours faithfully,

Dy. Sr. Manager (H.R & Admin)

Cc. Personal File





NATIONAL INLAND NAVIGATION INSTITUTE

Ministry of Shipping, Road Transport & Highways, Govt. of India
Gai Ghat, Patna - 800 007 (Bihar)



COURSE CERTIFICATE

Course Code - IND. GP

Certificate No... NINI/GPR - 21/14

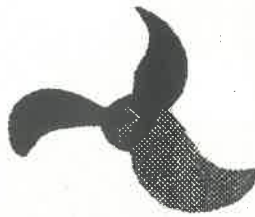
This is to certify that Sri/ Smt./ Kumari..... D.O.B. 17th Oct. 199...

Son/ Daughter of..... Inder Singh..... Address..... Sirmour.....

..... H.P. has

*satisfactorily completed Induction Training for **GENERAL PURPOSE RATINGS**
from this Institute during the period 24.02.2014 to 11.08.2014*

Date of Issue 11.08.2014



Signature of Student

Ranjan
Course Officer

Asi
Principal





NATIONAL INLAND NAVIGATION INSTITUTE

INLAND WATERWAYS AUTHORITY OF INDIA

Ministry of Shipping (Govt. of India)

West of Gandhi Setu, Gaighat

Patna – 800 007, (Bihar)

Phone No – 0612 – 3244230, 6550560-67

INDOS No – 422

Email – iwai.nini.ari@gmail.com,

Certificate No: PST/14/117/14

THIS IS TO CERTIFY THAT Yash Pal

Date of Birth 17th Oct 1992

Holder of C.D.C. No. -----

Passport No -----

Certificate of Competency/Proficiency, Grade ----- No -----

Indian National Data Base (INDOS No.) -----

Has successfully completed a training course for

CERTIFICATE OF PROFICIENCY IN PERSONAL SURVIVAL TECHNIQUES

Held from 03rd Jul' 2014 to 05th Jul 2014 and has been found qualified.

The course is approved by the Directorate General of Shipping and meets the requirement laid down in: Regulation VI/1, Paragraph 2.1.1 and 2.2 of section A-VI/1 and Table A-VI/1-1 of STCW Convention as amended in 2010.

The candidate has also met the additional criteria specified in the STCW Convention, applicable to the issue of the certificate.

This certificate is issued under the authority of the Directorate General of Shipping, Government of India.


Signature of Candidate


Name and Signature of Course Incharge

Date of Issue : 05th Jul 2014

Date of Expiry: UNLIMITED




Capt. A. K. Rai
Name and Signature of Principal



NATIONAL INLAND NAVIGATION INSTITUTE

INLAND WATERWAYS AUTHORITY OF INDIA

Ministry of Shipping (Govt. of India)

West of Gandhi Setu, Gaighat

Patna – 800 007, (Bihar)

Phone No – 0612 – 3244230, 6550560-67

INDOS No – 422

Email – iwai.nini.ari@gmail.com,

Certificate No: FPFF/15/117/14

THIS IS TO CERTIFY THAT Yash Pal

Date of Birth 17th Oct 1992

Holder of C.D.C. No. -----

Passport No -----

Certificate of Competency/Proficiency, Grade ----- No -----

Indian National Data Base (INDOS No.) -----

Has successfully completed a training course for

FIRE PREVENTION AND FIRE FIGHTING

Held from 30th Jun' 2014 to 02nd Jul 2014 and has been found qualified.

The course is approved by the Directorate General of Shipping and meets the requirement laid down in: Regulation VI/1, Paragraph 2.1.2 and 2.2 of section A-VI/1 and Table A-VI/1-2 of STCW Convention as amended in 2010.

The candidate has also met the additional criteria specified in the STCW Convention, applicable to the issue of the certificate.

This certificate is issued under the authority of the Directorate General of Shipping, Government of India.


Signature of Candidate

Date of Issue : 02nd Jul' 2014

Date of Expiry: UNLIMITED




Name and Signature of Course Incharge


Capt. A. K. Rai -
Name and Signature of Principal



NATIONAL INLAND NAVIGATION INSTITUTE

INLAND WATERWAYS AUTHORITY OF INDIA

Ministry of Shipping (Govt. of India)

West of Gandhi Setu, Gaighat

Patna – 800 007, (Bihar)

Phone No – 0612 – 3244230, 6550560-67

INDOS No – 422

Email – iwai.nini.ari@gmail.com,

Certificate No: PSSR/16/127/14

THIS IS TO CERTIFY THAT Yash Pal

Date of Birth 17th Oct 1992

Holder of C.D.C. No. -----

Passport No -----

Certificate of Competency/Proficiency, Grade ----- No -----

Indian National Data Base (INDOS No.) -----

Has successfully completed a training course for

CERTIFICATE OF PROFICIENCY IN PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

Held from 07th Jul' 2014 to 09th Jul 2014 and has been found qualified.

The course is approved by the Directorate General of Shipping and meets the requirement laid down in: Regulation VI/1, Paragraph 2.1.4 and 2.2 of section A-VI/1 and Table A-VI/1-4 of STCW Convention as amended in 2010.

The candidate has also met the additional criteria specified in the STCW Convention, applicable to the issue of the certificate.

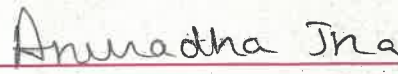
This certificate is issued under the authority of the Directorate General of Shipping, Government of India.


Signature of Candidate

Date of Issue : 09th Jul' 2014

Date of Expiry: UNLIMITED




Name and Signature of Course Incharge


Capt. A. K. Raï
Name and Signature of Principal



NATIONAL INLAND NAVIGATION INSTITUTE

INLAND WATERWAYS AUTHORITY OF INDIA

Ministry of Shipping (Govt. of India)
West of Gandhi Setu, Gaighat
Patna – 800 007, (Bihar)
Phone No – 0612 – 3244230, 6550560-67
INDOS No – 422
Email – iwai.nini.ari@gmail.com,

Certificate No: EFA/15/119/14

THIS IS TO CERTIFY THAT Yash Pal
Date of Birth 17th Oct 1992
Holder of C.D.C. No. ----- Passport No -----
Certificate of Competency/Proficiency, Grade ----- No -----
Indian National Data Base (INDOS No.) -----
Has successfully completed a training course for

ELEMENTARY FIRST AID

Held from 10th Jul' 2014 to 11th Jul 2014 and has been found qualified.

The course is approved by the Directorate General of Shipping and meets the requirement laid down in: Regulation VI/1, Paragraph 2.1.3 and 2.2 of section A-VI/1 and Table A-VI/1-3 of STCW Convention as amended in 2010.

The candidate has also met the additional criteria specified in the STCW Convention, applicable to the issue of the certificate.


This certificate is issued under the authority of the Directorate General of Shipping, Government of India.


Signature of Candidate

Date of Issue : 11th Jul' 2014

Date of Expiry: UNLIMITED




Name and Signature of Course Incharge


Capt. A. K. Rai
Name and Signature of Principal

Test Report Form

GENERAL TRAINING

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.

Centre Number

OM001

Date

12/MAR/2022

Candidate Number

009883

Candidate Details

Family Name

First Name

YASH PAL INDER

Candidate ID

115186791



Date of Birth

17/10/1992

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region
of Origin

Country of
Nationality

INDIA

First Language

HINDI

Test Results

Listening

4.5

Reading

3.5

Writing

5.5

Speaking

5.0

Overall
Band
Score

4.5

CEFR
Level

B1

Administrator Comments

Centre stamp



Validation stamp



Administrator's
Signature

E. Heema

Date

24/03/2022

Test Report Form
Number

21OM009883TY001G

SM1061653384217

कार्ड नं./File No.

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

PIN:173023,HIMACHAL PRADESH,INDIA

TEH RENUKA SANGARAH,SIRMAUR

HNO.65 ,VILL DIMAINA BLOCK NO.84 PO KORAG

पता / Address

पति या पत्नी का नाम / Name of Spouse

TARA DEVI

माता का नाम / Name of Mother

INDER SINGH

पिता / का-पू-री अभिभावक का नाम / Name of Father / Legal Guardian

R5518295



विविध सेवा/ MISCELLANEOUS SERVICE

टिप्पणी / OBSERVATION



भारत गणराज्य REPUBLIC OF INDIA

राष्ट्र / Type

DNI

पासपोर्ट नं. / Passport No.

उपनाम / Surname

दिवा मया / Given Name(s)

YASH PAL

राष्ट्रियता / Nationality

भारतीय / INDIAN

6 / 12

W

Date of Birth

17/10/1992

जन्म स्थान / Place of Birth

DIMAONA, HIMACHAL PRADESH

गोपी कपूरी का स्थान / Place of Issue

SHIMLA

गोपनीयता का विषय / Date of Issue गोपनीयता का विषय / Date of Expiry

22/11/2017

21/11/2027



24/08/2024

[illegible]

इस पासपोर्ट में 36 पृष्ठ हैं। This passport contains 36 pages.



8
APR / VISA

9
APR / VISA