YASH PAL

Muscat Ruwi, Oman
94230481
paly7841@gmail.com
Linkedin Profile
linkedin.com/in/yash-pal-118751259

Highly organized and detail-oriented professional with experience in document control 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

Document Controller, ONEIC, SQUH
01.09.2019 – 30.08.2023

- 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.

EDUCATION

- **Bachelor of Information Technology (B.Sc. Fab.2024) - 59%**
  Lovely Professional University, Jalandhar, Punjab

- **H.S.C March 2010]) – 73%**
  H.P Board , City Kangra, Himachal Pradesh

- **S.S.C, Sept 2013- 65%**
  H.P Board , City Kangra, Himachal Pradesh

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.

Change Control Processes:

- Implementing and adhering to established procedures for managing document changes, approvals, and revisions.

Data Entry and Management:

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

LOVELY
PROFESSIONAL
UNIVERSITY

Jalandhar-Delhi G.T. Road, Phagwara, Punjab (India) - 144411
Established by the State Legislature of Punjab through the Lovely Professional University
Act and recognized by UGC under Section-2(f) of the UGC Act, 1956.

Provisional Academic Transcript

Bachelor of Science (Information Technology)

Prov. Regd. No.	: **21906075023**	**Name**	: **Yash Pal**
Batch Year	: **2019**	**Father's Name**	: **Mr. Inder Singh**
Mode	: **Distance Education**	**Mother's Name**	: **Ms. Tara Devi**

Term : 1   TGPA : 5.80   Equivalent percentage :52.20%

S.No.	Course	Credits	Grade
1	DCAP101 :: BASIC COMPUTER SKILLS	4.00	C
2	DCAP102 :: BASIC PROGRAMMING SKILLS	4.00	B-
3	DCAP103 :: PRINCIPLES OF OPERATING SYSTEMS	4.00	C-
4	DCAP104 :: EXPOSURE TO COMPUTER DISCIPLINES	4.00	C-
5	DENG101 :: COMMUNICATION SKILLS-I	4.00	C

Term : 2   TGPA : 6.60   Equivalent percentage :59.40%

S.No.	Course	Credits	Grade
1	DCAP105 :: WORKSHOP ON COMPUTER HARDWARE AND NETWORK	4.00	B
2	DCAP106 :: OPERATING SYSTEM TOOLS	4.00	B-
3	DCAP107 :: OBJECT ORIENTED PROGRAMMING	4.00	C-
4	DCAP109 :: GRAPHIC TOOLS	4.00	B-
5	DENG102 :: COMMUNICATION SKILLS-II	4.00	C

Term : 3   TGPA : 7.00   Equivalent percentage :63.00%

S.No.	Course	Credits	Grade
1	DCAP201 :: FUNDAMENTALS OF DATA STRUCTURES	4.00	B-
2	DCAP202 :: FUNDAMENTALS OF WEB PROGRAMMING	4.00	B
3	DCAP204 :: MANAGING DATABASE	4.00	B-
4	DCAP208 :: MANAGEMENT SUPPORT SYSTEMS	4.00	C-
5	DMTH201 :: BASIC MATHEMATICS-I	4.00	B

Term : 4   TGPA : 6.40   Equivalent percentage :57.60%

S.No.	Course	Credits	Grade
1	DCAP205 :: ANALYSIS AND DESIGN OF INFORMATION SYSTEMS	4.00	D
2	DCAP207 :: NETWORKS	4.00	B-
3	DCAP209 :: WEB TECHNOLOGIES-I	4.00	B-
4	DCAP211 :: EVENT DRIVEN PROGRAMMING	4.00	B-
5	DMTH202 :: BASIC MATHEMATICS-II	4.00	B-

* 'Credit' means credit alloted to the course and 'Grade' means grade earned by the student.
* Basis of evaluation, grading, minimum CGPA requirement and other information is printed overleaf.

Certificate No. R2305174
Date of Printing: 22 Feb 2024
Place : Phagwara (Punjab)

Page 1 of 3

Verified By
Dy.Director

Controller of Examination

Term : 5		TGPA : 6.80	Equivalent percentage :61.20%	
S.No.	Course		Credits	Grade
1	DCAP301 :: MODERN PROGRAMMING TOOLS AND TECHNIQUES-III		4.00	C
2	DCAP302 :: ENTERPRISE RESOURCE PLANNING		4.00	B
3	DCAP303 :: MULTIMEDIA SYSTEMS		4.00	B-
4	DCAP305 :: PRINCIPLES OF SOFTWARE ENGINEERING		4.00	C
5	DCAP312 :: WEB TECHNOLOGIES-II		4.00	B-

Term : 6		TGPA : 6.40	Equivalent percentage :57.60%	
S.No.	Course		Credits	Grade
1	DCAP304 :: SOFTWARE PROJECT MANAGEMENT		4.00	C
2	DCAP306 :: E-COMMERCE AND E-BUSINESS		4.00	C
3	DCAP308 :: OBJECT ORIENTED ANALYSIS AND DESIGN		4.00	B-
4	DCAP309 :: INFORMATION SECURITY AND PRIVACY		4.00	B
5	DCAP801 :: MINOR PROJECT		4.00	C-

The student is yet to complete the Programme	**CGPA : 6.50** **Equivalent Percentage : 58.50%**

LOVELY PROFESSIONAL UNIVERSITY
BASIS OF EVALUATION AND GRADING

1. The University uses Broadband Letter Grades to report a student's performance. Each letter grade indicates the level of performance in a course and has an associated grade point value as per the following table:

Letter Grade	Performance	Grade Points
A+	Outstanding	10
A	Excellent	9
B	Very Good	8
B-	Good	7
C	Above Average	6
C-	Average	5
D	Marginal	4
E	Reappear	0
I	Incomplete	0

2. **A+, A, B, B-, C, C-, D** are Pass grades. **E** is a temporary grade indicating permission to reappear in the re-appear examination to improve it to a passing grade. **I** represents an incomplete result and is replaced with the grade that student obtains after completing the requirements.

3. A student's overall academic performance within a given term is represented by Term Grade Point Average (TGPA), and the overall performance in all the courses completed up to and including the current term is represented by Cumulative Grade Point Average CGPA). TGPA and CGPA are calculated as the weighted averages of the grades:
TGPA / CGPA = $\sum C_i G_i / \sum C_i$, where C represents the credits associated with a course and G represents the grade points of the letter grade in that course

4. The multiplier factor for converting CGPA to equivalent percentage is 9

5. The CGPA requirement for the award of degree / diploma / certificate will be 5.0 or above, subject to getting a passing grade in each of the courses individually, and satisfying other conditions as specified in the examination ordinances / rules and programme details.

6.

Division	CGPA
First with distinction	9.0 or more subject to the conditions that student has passed all the courses in the 1st attempt.
First	7.0 or more but less than 9.0

Sr. No. **1531983**　　　　　　　　　　　　　　　　Roll No. 1325485

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION

MATRICULATION EXAMINATION

MARCH 2010

This is to certify that　YASH PAL　　　　　　　　　　　Sex : Male/Female

Father's Name Shri.　INDER SINGH

Mother's Name Smt.　TARA DEVI

Born on　(17/10/92)　SEVENTEENTH OCTOBER

One thousand nine hundred and　NINETY TWO

has passed the **MATRICULATION EXAMINATION** of this Board

from/as　GOVT SR SEC SCHOOL KORAG

District　SIRMAUR

and placed in　FIRST　　　　　Division

DETAIL OF MARKS

Sr.No.	Subjects	Marks Obtained	Max. Marks
1.	English	71	100
2.	Mathematics	69	100
3.	Hindi	69	100
4.	Social Science (His. Civ. Geog)	66	100
5.	Science & Technology (Phy. Chem. Life Sci.)	80 *	100
6.	SANSKRIT	61	100
7.	INFORMATION TECH (Elective)	95 *	100
8.	Grace Marks for Division Improvement, if any	XX	
	TOTAL　FIVE HUNDRED AND ELEVEN ONLY	511	700

* Denotes Distinction i.e. 75% marks or above.
'F' indicates Failure in the subject & marks not included in the Grand Total.

NON EXAMINATION SUBJECTS INTERNAL (FOR SCHOOL CANDIDATES ONLY)　　GRADE

　i)　Socially useful productive work and Community Service
　ii)　Physical and Health Education.　　　　　　　　　　　　　　A
　iii)　Education for Human Values and Supervised Studies.　　　　A

Note : For gradation of Non Examination Subjects, please see overleaf.　　A

Sr. No. **882883**

Roll No. 1280255

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION
SENIOR SECONDARY (PLUS TWO) EXAMINATION

SEPTEMBER - 2013 ....SCIENCE......... Group

This is to certify that YASH PAL

Sex : MALE

Father's Name Shri INDER SINGH

Mother's Name Smt. TARA DEVI

has passed the **PLUS TWO EXAMINATION** of this Board

from/as GOVT SR SEC SCHOOL, BHAWAI

District SIRMOUR

and placed in FIRST Division

DETAIL OF MARKS

Sr. No.	Subjects		Marks Obtained	Maximum Marks
1.	English		51	100
2.	PHYSICS	W.36 P.20	56	100
3.	CHEMISTRY	W.48 P.22	70	100
4.	MATHEMATICS		81*	100
5.	PHYSICAL EDUCATION	W.52 P.19	71	100
6.	XXXXXXXX	(Additional)	XXX	100
7.	XXXXXXXX	(Additional)	XXX	100
8.	Grace Marks for Division Improvement, if any		XXX	
	TOTAL Three Hundred And Twenty Nine Only		329	500

1. * Denotes Distinction i.e. 75% marks or above.

2. The Marks of Additional Subject(s) have not been included in the aggregate.

3. Where the candidate has failed in the Elective Subjects the marks of Additional Subject(s) have been accounted towards aggregate and division.

2

DISTANCE EDUCATION
Bridging the Distance in Education
Recognized by UGC

Bachelor of Science (Information Technology)

Hno-65 Vill Dimaina Block No 84 Nahan
Sirmour,,,Nahan,Himachal Pradesh,173023,India

Yash Pal
Reg. No.21906075023

Validity 2019-2025
(unless withdrawn earlier)

Issuing Authority

Unifiers
people and ideas...
for a beautiful world

SkillsTrainer

Acquire Skills - Anywhere, Anytime...

Certificate of Completion

is hereby awarded to

yash pal

for successfully completing the course of

Domestic Data Entry Operator - English

Enrollment ID

723419

Date of Issuance

29/06/21

Vikrant Abrol

(Director, Unifiers Social Ventures Pvt Ltd)

IELTS™

Test Report Form

GENERAL TRAINING

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

Date	24/03/2022	Test Report Form Number	21OM009883TY001G

BRITISH COUNCIL   idp   Cambridge Assessment English

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian
INDER SINGH

माता का नाम / Name of Mother
TARA DEVI

पति या पत्नी का नाम / Name of Spouse

पता / Address
HNO.65 ,VILL DIMAINA BLOCK NO.84 PO KORAG

TEH RENUKA SANGARAH,SIRMAUR

PIN:173023,HIMACHAL PRADESH,INDIA

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

फाईल नं. / File No.
SM1061653384217

R5518235

भारत गणराज्य REPUBLIC OF INDIA

प्रकार / Type	देश कोड / Country Code	पासपोर्ट नं. / Passport No.
P	IND	R5518235

उपनाम / Surname

नाम / Given Name(s)
YASH PAL

राष्ट्रीयता / Nationality — भारतीय / INDIAN

लिंग / Sex — M

जन्म तिथि / Date of Birth — 17/10/1992

जन्म स्थान / Place of Birth
DIMAIENA, HIMACHAL PRADESH

जारी करने का स्थान / Place of Issue
SHIMLA

जारी करने की तिथि / Date of Issue
22/11/2017

समाप्ति की तिथि / Date of Expiry
21/11/2027

P<IND<<YASH<PAL<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<
R5518235<8IND9210170M2711210<<<<<<<<<<<<<<<<2

भारत गणराज्य REPUBLIC OF INDIA

टाईप / Type	राष्ट्र कोड / Country Code	पासपोर्ट न./ Passport No.
P	IND	R5518235

उपनाम / Surname

दिया गया नाम / Given Name(s)
YASH PAL

राष्ट्रीयता / Nationality	लिंग / Sex	जन्म तिथि / Date of Birth
भारतीय / INDIAN	M	17/10/1992

जन्म स्थान / Place of Birth
DIMAIENA, HIMACHAL PRADESH

जारी करने का स्थान / Place of Issue
SHIMLA

जारी करने की तिथि / Date of Issue	समाप्ति की तिथि / Date of Expiry
22/11/2017	21/11/2027

P<IND<<YASH<PAL<<<<<<<<<<<<<<<<<<<<<<<<<<<<<
R5518235<8IND9210170M2711210<<<<<<<<<<<<<<<2