

# YASH PAL

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 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 – 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.

## **EDUCATION**

- **Bachelor of Information Technology (B.Sc. Feb.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.



**L** OVELY  
**P** ROFESSIONAL  
**U** NIVERSITY

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 allotted 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:  

$$TGPA / CGPA = \frac{\sum C_i G_i}{\sum C_i}$$
 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	<b>Division</b>	<b>CGPA</b>
	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

**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 Boardfrom **GOVT SR SEC SCHOOL KORAG**District **BIRHAUR**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.	<b>SANSKRIT</b>	61	100
7.	<b>INFORMATION TECH</b> (Elective)	95 *	100
8.	Grace Marks for Division Improvement, if any	XX	
	<b>TOTAL FIVE HUNDRED AND ELEVEN ONLY</b>	<b>511</b>	<b>700</b>

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

F indicates Failure in the subject &amp; marks not included in the Grand Total.

**NON EXAMINATION SUBJECTS INTERNAL (FOR SCHOOL CANDIDATES ONLY)****GRADE**

i) Socially useful productive work and Community Service

**A**

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.



*Handwritten signature*

Sr. No. **882883**Roll No. **1280233**

# 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 Boardfrom/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	
	<b>TOTAL</b> Three Hundred And Twenty Nine Only	<b>329</b>	<b>500</b>

- \* Denotes Distinction i.e. 75% marks or above.
- The Marks of Additional Subject(s) have not been included in the aggregate.
- Where the candidate has failed in the Elective Subject(s) the marks of Additional Subject(s) have been accounted towards aggregate and division.



D.H.1



Yash Pal

Reg. No.21906075023

Validity 2019-2025  
(unless withdrawn earlier)



**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

*Monica Guleri*  
Issuing Authority





# Certificate of Completion

is hereby awarded to

**yash pal**

for successfully completing the course of

**Domestic Data Entry Operator - English**



Acquire Skills - Anywhere, Anytime...

Enrollment ID

Date of Issuance

**723419**

**29/06/21**

**Vikrant Abrol**

(Director, Unifiers Social Ventures Pvt Ltd)

## 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 PALINDER

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

*Gheena*

Date

24/03/2022

Test Report Form  
Number

21OM009883TY001G

पत्रिका / OBSERVATION

पत्रिका / MISCELLANEOUS SERVICE

पत्रिका / Name of Father / Legal Guardian  
**INDER SINGH**

पत्रिका / Name of Mother  
**TARA DEVI**

पत्रिका / Name of Spouse

पत्रिका / Address  
**HNO-65 ,VILL DIMAINA BLOCK NO.84 PO KORAG  
TEH RENUKA SANGARAH,SIRMAUR**

**PIN:173023,HIMACHAL PRADESH,INDIA**

पत्रिका / File No.  
**SM1061653384217**



R5518235



भारत गणराज्य REPUBLIC OF INDIA

www.elsevier.com/locate/jmb

### Long and / Counting Cases

THE UNIVERSITY OF CHICAGO PRESS

9

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© 2004 Blackwell Publishing Ltd *Journal of Internal Medicine* 255: 105–112



Harris, 1999; Harris &amp; Quinn, 1999).

YASH PAL

Wang, J. / *Psychiatry* 1999, 62(1): 1-12

Figure 1. The study area.

**Journal of Management Education**

भारतीय / INDIAN

M

17/10/1992

0000-0001-9344-4444

DIMA IENA, HIMACHAL PRADESH

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SHINLA

small group of people / Group of people      small group of things / Group of things

22/11/2017

21/11/2027

[illegible]

भारत गणराज्य REPUBLIC OF INDIA

पासपोर्ट नं./ Passport No.  
**R5518235**

YASH PAL

राष्ट्रीयता / Nationality

लिंग / Sex

Date of Birth  
17/10/1992

जन्म स्थान / Place of Birth

DIMAENA, HIMACHAL PRADESH

जारी करने का स्थान / Place of Issue

SHIMLA

प्राप्ति करने की तिथि / Date of Issue

समाप्ति की तिथि / Date of Expiry

22/11/2017

21/11/2027

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R5518235<8IND9210170M2711210<<<<<<<<<<<<<<<<2

SM1061653384217

फाइल नं. / File No.

यहाँ प्रस्तुत की गई है, और इसके साथ ही पुराने पासपोर्ट नं. / 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 / पालक का नाम / Name of Father / Legal Guardian

R5518235



विविध सेवा / MISCELLANEOUS SERVICE

टिप्पणी / OBSERVATION