YASH PAL

DOCUMENT CONTROLLER

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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.