

# Huseyn Cavid

Document Controller Lead

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Azerbaijan/Baku



## ✓ EXPERIENCE

### Document Control Lead

KOLIN Construction    06/2024 - Present    Sitalchay, Azerbaijan

[kolin.com.tr](http://kolin.com.tr)

#### Construction and Tourism Industry

- ❖ Architected and managed the complete document lifecycle (creation, review, approval, distribution, archiving) in line with project procedures and FIDIC-based requirements.
- ❖ Directed full control over all outgoing and incoming documentation (TRN, LET, STQ, MAR, MIR, ITP, SHD, MOM, DR, NCR), ensuring zero errors and full traceability.
- ❖ Led MDR governance, enforcing strict numbering, revision, and metadata protocols across all disciplines.
- ❖ Designed and implemented structured server architecture to optimize document flow for five or more engineering disciplines and twenty or more subcontractors.
- ❖ Coordinated seamless submissions between the contractor, engineer (Proyapi), and employer (STP) via EDMS and automated Outlook workflows.
- ❖ Implemented strict compliance with document templates, revision control mechanisms, and project standards.
- ❖ Performed high-precision QA/QC validation prior to official issuance, including formatting, signatures, metadata, and drawing link checks.
- ❖ Developed and deployed automation tools (PowerShell/Python) to streamline filing, naming, routing, and archiving, reducing manual processing time by over 60%.
- ❖ Monitored approval cycles, outstanding actions, deadlines, and comment resolutions, and prepared weekly executive-level reports.
- ❖ Strengthened cross-disciplinary coordination among civil, mechanical, electrical, fit-out, HSE, QC, and procurement teams.
- ❖ Led internal and external transmittal preparation, ensuring accurate submission and delivery protocols.
- ❖ Ensured secure storage architecture and controlled access across EDMS and high-capacity network servers.

### Document Controller

KOLIN Construction    04/2021 – 06/2024    Kalbajar, Azerbaijan

[kolin.com.tr](http://kolin.com.tr)

#### Construction and Tourism Industry

- ❖ Controlled all incoming/outgoing project documentation across civil, mechanical, electrical, and other disciplines.
- ❖ Registered, verified, formatted, and prepared documents prior to official issuance.
- ❖ Maintained MDR, ensuring continuous accuracy, revision integrity, and audit readiness.
- ❖ Ensured compliance with document numbering, revision control, and metadata rules.
- ❖ Monitored EDMS workflows and email-based routing systems.
- ❖ Submitted documents for approval and tracked review outcomes.
- ❖ Implemented consistent storage structures for both digital and physical documentation.

## ✓ SUMMARY

Document Control Lead with a proven track record of building fast, scalable, and fully compliant document control ecosystems for large-scale construction and industrial projects. Expert in EDMS administration, lifecycle governance, revision control, and stakeholder coordination across Contractor-Engineer-Employer environments. Highly skilled in workflow automation using PowerShell and Python, reducing manual workloads by 60%+ and transforming document turnaround speed and accuracy. Known for strong operational discipline, precision, and a process-driven mindset, ensuring zero deviation from FIDIC, project procedures, and QA/QC requirements.

## ✓ CORE COMPETENCIES

### Document Control & Governance

- ❖ Document Control Governance
- ❖ Documentation Management
- ❖ Document Control Lifecycle (End-to-End)
- ❖ Revision Control & Compliance
- ❖ Team Leadership & Training

### EDMS Expertise

- ❖ EDMS Administration (Aconex, SharePoint, FileOrbis)
- ❖ Workflow Design & Optimization
- ❖ Metadata Structuring & Numbering Systems
- ❖ MDR & DDM Management
- ❖ Permission & Access Control

### Quality & Compliance

- ❖ Audit Preparation & Document Integrity
- ❖ Controlled Document Distribution
- ❖ Risk Identification in Document Flow

### Automation & Tools

- ❖ Python Automation (DCC scripts)
- ❖ PowerShell Automation
- ❖ Advanced Excel (Dashboards, Trackers, PivotTables)
- ❖ PDF Tools (Markups, Stamps, Merging)

### Reporting & Communication

- ❖ KPI Reporting & Analytics
- ❖ Executive-Level Documentation Reports
- ❖ Cross-Discipline Coordination
- ❖ Stakeholder Communication (Contractor-Engineer-Employer)

- ❖ Managed technical submissions including MAR, MES, and other project deliverables.
- ❖ Ensured proper routing and distribution to relevant project teams and stakeholders.

#### IT Specialist

Clopos POS

 06/2018 – 02/2021

 Baku, Azerbaijan

 [clopos.com](http://clopos.com)

##### Restaurant POS system to simplify business management

- ❖ Provided technical support for POS system operations across multiple restaurant clients.
- ❖ Installed and configured servers, networks, routers, switches, and UniFi access points.
- ❖ Troubleshoot connectivity issues to ensure uninterrupted business operations.
- ❖ Maintained and repaired hardware systems (SSD, HDD, RAM, CPU).
- ❖ Integrated diverse hardware devices into the Clopos POS ecosystem, ensuring compatibility and operational continuity.
- ❖ Performed OS installation, printer configuration, and general IT support.

#### EDUCATION

##### Business Management (Bachelor degree)

Baku State University  09/2017 – 06/2021

##### Hotel Management (Master degree)

Baku State University  09/2021 – 06/2023

#### LANGUAGES

English - Upper-Intermediate

Russian - Intermediate