

SENIOR DOCUMENT CONTROLLER



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Experienced Document Management Expert specialized in Buildings, Infrastructure, and Sewage Treatment Projects, with a proven track record in ensuring streamlined documentation processes, from creation to retrieval. Proficient in organizing, categorizing, and maintaining project records for smooth collaboration, including expertise in managing comprehensive closeout documentation and handover deliverables. Committed to enhancing efficiency and accuracy within the industry through precise Document Control.

Va Tech Wabag Ltd. Doha, Qatar

Handover Document Controller

July 2023 - Present

- Prepared and submitted handover deliverables for PCC, FCC, and DC Clearance.
- Managed the timely submission of deliverables and DC Clearance through Ashghal's PDLM (Project Document Lifecycle Management).
- Developed comprehensive Operation & Maintenance Manuals detailing equipment procedures, maintenance schedules, and safety protocols, ensuring compliance with Ashghal's standards and guidelines.
- Provided support and guidance to team members on dossier preparation and submission procedures.
- Attended weekly handover meetings with clients and supervision consultants to discuss the status of close-out documentation.
- Prepared and presented PowerPoint presentations during meetings, explaining key details as needed.
- Updated Snag Lists for various disciplines and prepared weekly reports and overall snag summaries.

KEO International Consultants, Doha, Qatar

Document Controller

June 2023 - July 2023

- Efficiently managed, organized, and maintained all project-related documents. This involved receiving, logging, and accurately filing both hard copy and electronic formats, ensuring they were easily retrievable.
- Operated and maintained the project's document control system, ensuring proper indexing, version control, and distribution of all incoming and outgoing documents in accordance with project procedures and KEO's standards.
- Actively received and logged all incoming documents from the Contractor and other external parties. Coordinated directly with the Contractor regarding document submissions, transmittals, and any discrepancies.
- Performed quality checks on all documents to ensure accuracy, completeness, and adherence to project and company documentation standards, including proper numbering, titling, and revision control before circulation or archiving. This included verifying transmittals from the Contractor against received documents.
- Maintained comprehensive logs and registers for various document types (e.g., submittal log, RFI log, drawing register), meticulously tracking the status of Contractor submissions, review cycles, and approvals.

China Railway Construction Corporation Ltd., Doha, Qatar

Document Controller

February 2023 - June 2023

- Managed project documentation efficiently through the Aconex platform.
- Maintained a comprehensive Master Filing System for secure storage of technical documents.
- Ensured precise document structure and accurate data, facilitating clear communication with clients.
- Proficiently uploaded and organized data on the Client's APMS; implemented seamless internal workflows via Aconex.
- Generated and submitted weekly reports on incoming and outgoing documents to relevant departments, optimizing document flow and project coordination.

Continental Mercantile Corporation HR Consultants and Global Recruiters, Cochin, Kerala

Document Controller

August 2021 - November 2022

- Oversaw the recording, verification, and monitoring of both incoming and outgoing documents, ensuring accuracy and compliance.
- Facilitated efficient dissemination of documents across departments and branches to foster collaboration.
- Managed comprehensive document logs, encompassing correspondence and resumes, ensuring organized record-keeping.
- Maintained thorough records of interviews and new hires, contributing to effective HR processes.

QBS International WLL, Doha, Qatar

Lead Document Controller

July 2012 - January 2020

- Led the successful introduction and implementation of a robust and highly efficient document control system across various large-scale Expressway and Local Roads & Drainage Projects (LRDP). This initiative significantly enhanced organizational efficiency and compliance with project requirements.
- Designed and developed comprehensive document distribution matrices, optimizing the flow of information to ensure that all project stakeholders received the correct and latest versions of documents in a timely manner, thereby minimizing errors and improving collaboration.
- Operated and managed document control functions across multiple diverse platforms, including Enterprise Document Management Systems (EDMS) and SharePoint, ensuring smooth integration and consistency in documentation practices across different projects.
- Developed and delivered training programs for new document control staff, ensuring their rapid integration into project workflows and adherence to established document control procedures and best practices.
- Actively participated in both internal and external quality audits, contributing to the continuous improvement of document control processes and ensuring compliance with industry standards and project-specific quality management systems.
- Systematically analyzed existing document control workflows and identified areas for improvement, leading to the implementation of solutions that significantly reduced processing times and enhanced the overall efficiency of document management operations.
- Responsible for the effective and efficient document control of all documents, in accordance with the established company procedures.

- Uploading Technical Documents and Correspondences to EDMS.
- Distribute documents, maintain electronic folders and directories, and tracked and retrieved documents and drawings.
- Prepared Document Filing Structure and forms for new Projects.

Baytur Insaat Taahhut, Doha QATAR

Document Controller

December 2008 - June 2012

- Effectively established comprehensive registers for tracking all incoming and outgoing communications, including letters and faxes.
- Demonstrated expertise in handling project-specific technical documents such as Drawings, Material Submittals, RFIs, RFITs, MDS, NCRs, SDRs, and others.
- Managed both physical and digital copies to ensure efficient storage, easy retrieval, proper archiving, and accurate indexing.
- Supported smooth document control and project coordination through organized and accessible documentation systems.

Kamlesh Plastics, Mumbai, India (Manufacturers of Reprocessed Plastic Powder)

Administrative Executive

February 2004 - July 2008

- Effectively established comprehensive registers for tracking all incoming and outgoing communications, including letters and faxes.
- Demonstrated expertise in handling project-specific technical documents such as Drawings, Material Submittals, RFIs, RFITs, MDS, NCRs, SDRs, and others.
- Managed both physical and digital copies to ensure efficient storage, easy retrieval, proper archiving, and accurate indexing.
- Supported smooth document control and project coordination through organized and accessible documentation systems.

A&B Toolers, KINFRA Cochin, India (Manufacturers of Injection and Blow Moulds)

Administrative Executive

June 2002 - June 2003

- Performed a variety of administrative tasks, including organizing and managing files, handling incoming calls, and managing routine correspondence.
- Processed financial transactions by collecting and depositing funds, and efficiently handled bill disbursements.
- Excelled in clerical and secretarial duties such as typing, drafting letters, preparing minutes and agendas, and maintaining organized filing systems.
- Utilized computer systems and software proficiently to support daily office operations.

Licenses & Certification

Aconex Getting Started
Issued by: China Railway Construction Corporation Ltd.
Issued on: Apr 2023
Credential ID: DN071-ACX-0032

My Skills

MS Excel

- Developed and analyzed data using PivotTables for summarization and reporting.
- Utilized VLOOKUP and INDEX-MATCH functions for efficient data retrieval and analysis.
- Applied Data Validation to create rules ensuring data accuracy and consistency.
- Implemented Conditional Formatting to apply formatting based on specific criteria, enhancing data visualization.
- Automated tasks by creating Macros and writing VBA code.
- Leveraged Power Query and Power Pivot for effective data cleaning, transformation, and analysis.
- Applied advanced formulas and functions, including nested and array formulas, to complex data sets.

ACONEX

- PProficient in ACONEX platform, facilitating effective project collaboration.
- Expertise in process mapping, crafting informative flowcharts for efficient task visualization.
- Adept at designing and managing workflows, ensuring optimized operations.
- Skilled in uploading and revising documents, handling superseding efficiently.
- Proficient in tracking changes, generating insightful reports, and efficiently managing document distributions to mailing groups

COMPUTER DATA BASE

- Proficient in computer database management, ensuring swift and efficient document retrieval.
- Established and maintained organized filing systems, both physical and digital, guaranteeing accessibility and orderliness.
- Adeptly developed and managed comprehensive filing structures, enhancing accessibility and streamlining document management processes.
- Created an online web application for a Document Control register.

PERSONAL SKILLS

- Works autonomously with minimal supervision while maintaining high productivity.
- Excels in adaptive learning, swiftly acquiring new skills as required.
- Proficient in fostering effective team dynamics through adept coordination and collaborative efforts.
- Displays a remarkable aptitude for rapid comprehension, enhancing efficiency in new task assimilation.

Education

Bachelor's Degree
Sree Sankaracharya University
1997-2000

Pre Degree
Sree Sankaracharya University
1995-1997


Linguistic Proficiency


English	Hindi	Malayalam
★★★★★	★★★★★	★★★★★

 15 November 1979

 Male

 Married

 Indian

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