



RASOOL BABUNU

DOCUMENT CONTROLLER

ABOUT ME

Detail-oriented and highly organized Document Controller with 15 years of experience in managing and overseeing document control systems in various industries. Proficient in document filing, retrieval, and tracking, ensuring compliance with company policies and regulatory requirements. Skilled in managing document workflows, maintaining accurate records, and ensuring the timely distribution of critical information. Strong expertise in using document management software, maintaining version control, and supporting project teams with efficient document handling. Adept at ensuring data integrity and facilitating seamless communication between departments

WORK EXPERIENCE

DOCUMENT CONTROLLER | 2023 - Present

Tanaghom Consulting Co (TCO), Dammam, Saudi Arabia

Project : AMCO Project (Spark)

- Oversee the organization, filing, and retrieval of both hard copy and electronic engineering documents, ensuring all documents are stored and easily accessible.
- Ensure that all documentation complies with formal specifications, regulations, and company norms, refining document control processes as needed.
- Manage and track project and company documents, ensuring that all records are accurately maintained and updated throughout the project lifecycle.
- Create document progress reports for senior management and perform routine audits and reviews to ensure document accuracy and completeness.
- Facilitate communication between project teams and external partners, ensuring timely distribution of documents and updates to all relevant stakeholders.
- Ensure compliance with company policies regarding document lifecycle management, handling both physical and digital records with precision.
- Assist in the planning phase of projects by ensuring all necessary documents are available on time to support timely project completion.
- Work closely with the Project Manager and Design Manager to share and update project-related documents and modifications, contributing to smooth project execution.

DOCUMENT CONTROLLER CUM ADMIN ASSISTANT | 2017 - 2023

Construction Projects Specialist Contracting Co. Ltd Dammam, Saudi Arabia

Project : Equipment Warehouse Workshop / Feed Co.

- Lead the organization and management of engineering documents, ensuring proper control and accessibility.
- Oversee all documents involving clients, the professional team, contractors, and subcontractors, ensuring accurate documentation flow.
- Track and monitor all documents with due dates, ensuring timely submission and compliance with schedules.
- Implement and maintain efficient filing, archiving, and retrieval systems for paper documents in accordance with quality assurance protocols.
- Establish and manage a tracking system to ensure all documents are updated and easily accessible.
- Responsible for the submission and organization of all shop drawings, material submittals, RFIs, and method statements.
- Ensure that all documentation complies with formal requirements, company standards, and project-specific specifications.
- Identify and suggest ideas for the continuous improvement of document control procedures and company processes.

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Area

Jubail, Saudi Arabia

KEY SKILLS

- Document Management
- Document Control Systems
- Record Keeping
- Version Control
- Document Filing & Retrieval
- Data Entry & Management
- Compliance & Regulatory Knowledge
- Document Workflow Coordination
- Electronic Document Management (EDMS)
- Quality Assurance
- Metadata Management
- Project Documentation
- File Organization
- Archiving & Retrieval
- Team Collaboration
- Attention to Detail
- Time Management
- Document Auditing
- Process Improvement

EDUCATION

- DTP & Office Management System**
HITT – Computer Training Center,
Tamil Nadu, India | 2006
- Bachelor of Commerce | 2004**
Vels University, Tamil Nadu, India
- Higher Secondary Education | 2002**
Board of Higher Secondary Examination,
Tamil Nadu, India
- SSLC | 2000**
Board of Public Examination,
Tamil Nadu, India

COMPUTER SKILLS

- MS Office Suites (MS Word, Excel, Powerpoint)
- SAP
- DTP
- Internet & Emailing

ACHIEVEMENTS

- Streamlined the document management system, reducing document retrieval time by 30%, enhancing team productivity and workflow efficiency.
- Ensured 100% compliance with company and regulatory document control procedures, resulting in zero audit discrepancies during internal and external reviews.
- Implemented a version control system that reduced document errors by 25%, improving the accuracy and consistency of project documentation.
- Facilitated timely project completion by ensuring all documents were consistently distributed on schedule, reducing delays by 20% and improving project turnaround times.

ADDITIONAL INFO

Gender : Male
DOB : 02-03-1985
Marital Status : Married
Nationality : Indian
Passport No : C4282406
Date of Expiry : 03/12/2034

Valid Saudi Driving License

Visa Status : Iqama (Tranferrable)
Languages : English, Arabic, Tamil, Malayalam, Hindi

DOCUMENT CONTROLLER CUM ADMIN ASSISTANT | 2008 - 2017

Mohammad Al-Mojil Group, Dammam, Riyadh, Jubail and Yanbu
Saudi Arabia

Projects : NCP Dealem / KAPSARC Saudi Aramco / RIC & ISF Saudi Aramco / T&ESD- DMS.

- Distribute documents to concerned departments, ensuring accurate and timely filing of all incoming and outgoing project records.
- Prepare, tender, and forward project submittals to consultants and clients, ensuring compliance with project requirements and timelines.
- Maintain project details in project management systems, including subcontracts, purchase orders, change orders, and generating transmittals as requested by the Project Manager.
- Coordinate with subcontractors and vendors, handling routine inquiries, email correspondence, and ensuring smooth project execution.
- Monitor invoice routing and payment processing to subcontractors and vendors, ensuring timely and accurate payment.
- Maintain employee master lists, track leave records, process payroll documents, and handle HR-related documents for site personnel.
- Ensure that only the latest document revisions are in use by recipients, replacing superseded documents and maintaining an accurate document status log.
- Oversee routine office duties including petty cash management, issuing invoices, preparing reports, and coordinating miscellaneous administrative tasks as needed.

INVENTORY BILLING CLERK | 2007

Saurashtra Roadways Delhi, Tamil Nadu, India

- Maintain organized stock displays and ensure product availability, contributing to a well-stocked and visually appealing store environment.
- Conduct monthly inventory checks to ensure accurate stock levels and minimize discrepancies.
- Coordinate with suppliers and manage approved or disapproved purchase orders (POs) to ensure timely and accurate order fulfillment.
- Address customer inquiries and provide assistance with product selection, ensuring a positive shopping experience.
- Handle consignor requests and resolve complaints promptly, ensuring customer satisfaction and smooth operations.
- Maintain an organized filing system for inventory and order records, supporting efficient business operations and documentation management.

DECLARATION

The information provided above is true and accurate to the best of knowledge and belief. All relevant documents and credentials are available upon request.

RASOOL BABUNU