



FARHAN HASAN

Application for the position of the Document Controller.

CAREER OBJECTIVES

To ensure challenging position in a growing organization where I would be able to utilize my capabilities to the best extent & in the process add value to the organization and my career.

To achieve high career growth through a continuous learning process and keep myself dynamic, visionary & competitive with the changing scenario of the world.

WORK EXPERIENCE

Al Ali Engineering & Contracting Company W.L.L (Doha Qatar)
as Document controller & Technical Coordinator. (KAHARAHAMA DEPT)

➤ June 2024 Present

- Sorting, storing, and retrieving electronic and hard copy documents on behalf of clients and industry professionals.
- Using computers to organize and distribute documents within a company.
- Controlling the flow of documents in and out of the department.
- Assisting employees with accessing documents through us Document management system.
- Checking and editing documents for accuracy and compliance.
- Reporting errors or developments regarding document storage.
- Updating and maintaining document management systems and Physical records.

Working for Al Ahlia Integrated Trading & Construction Company (Kuwait)
as Document Controller.

➤ April 2018 - Oct 2022

The role of a Document Controller is to keep track of project documents, such as vendor contracts, blueprints and project plans. Document Controllers will create reports for a Construction Manager and update and documents that need updating.

- Set up, copy, scan and store documents.
- Manage requests for documentation.
- File documents in physical and digital records and ensure

Personal Information

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farhanhasan956@gmail.com

DOB: 30. 05. 1991

Location: - Doha Qatar

Nationality: Indian

Gender: Male

Language (S): English, Urdu, Hindi,
Arabic

Education

Bachelor Degree in B.A (2014-2015)

Diploma in Aviation (2016-2017)

Key Skills

- Adaptable Computer Skills
- Infinity Software-HRM
- Oracle Application
- Negotiation
- Problem solving
- Customer Service

Interest

- Photography
- Travelling



appropriate storage.

- Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date.
- To liaise with and distribute project related information with all levels of the project team and potentially external parties.
- Manage the processes around documentation within the organization.
- Maintain confidentiality around sensitive information and terms of agreement
- Helping in the planning stages of a specific project
- Ensure documents are shared at key times to facilitate timely project completion.
- Ensuring all documentation meets formal requirements and required standards.
- Ensuring compliance with company policies and industry regulations.
- Understand and maintain document management objectives in accordance with the job function.
- Work closely with document management & control in other areas to ensure procedures, standards and work instructions are maintained and modified as required.
- Administrative duties.
- Manage transmittal of information between Company and Contractor and project and other company organizations ensuring appropriate database/log entries for tracking purposes.