

## CURRICULUM VITAE

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**Position Applied for:** Document Controller or Similar

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### Objective

Detail-oriented Document Controller with over 10 years of experience managing project documentation in construction and corporate environments. Proven ability to streamline processes, ensure compliance with documentation standards, and support teams with organized record-keeping. Seeking to bring expertise to a dynamic organization.

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### Educational Qualification

- **Bachelors of Commerce in Accounting** (Discontinued)
  - **Secondary School Certificate** (2010)
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### Technical Skills

- **Operating Systems:** Windows (2000, XP, Vista, 10), Windows Server (2000, 2003, 2008)
- **Microsoft Office:** Word, Excel, PowerPoint, Outlook, Access
- **Software & Tools:** SAP ERP Modules, Primavera P6, E-Promise, NCR Portal
- **Other Skills:** Hardware & software installation, maintenance, and troubleshooting

### Certifications:

- IOSH Managing Safety
  - Oxford Spoken English
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## **Work Experience**

### **Document Controller**

*Cushman & Wakefield, Hyderabad, India*

2018 – 2023

- Managed company and project documentation in line with formal requirements and standards.
- Developed and improved document control procedures.
- Sorted, retrieved, and distributed electronic and hard copy documents.
- Produced document progress reports for senior management.
- Conducted regular document reviews and audits.
- Ensured timely document sharing to facilitate project completion.

### **Document Controller**

*Projacs International, Jeddah, KSA*

2011 – 2017

- Maintained incoming and outgoing correspondence records.
- Logged drawings and technical submittals, ensuring organized tracking.
- Controlled company and project documents, ensuring timely uploads into the system.
- Filed and archived documentation efficiently, ensuring easy retrieval.
- Provided administrative support and reported document status regularly.
- Communicated and collaborated with project managers to streamline workflows.

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## **Personal Information**

- Age: 31 Years
  - Nationality: Indian
  - Marital Status: Single
  - Iqama : Transferable
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