

## CONTACT

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## OBJECTIVE

To leverage my extensive experience in document management and control to ensure the accuracy, integrity, and accessibility of critical project documents. Dedicated to implementing efficient document control processes, improving compliance with industry standards, and supporting project success through meticulous organization and seamless communication.

## EDUCATION

- **Osmania University – Hyderabad, Telangana.**  
Bachelor of Commerce (B.com) Computers
- **M.S. Junior College – Hyderabad, Telangana.**  
Intermediate
- **Tulasi High School – Hyderabad, Telangana.**  
Board of Secondary Education (High School)

## EXPERIENCE SUMMARY

### Document Controller (May 2023 – Present)

#### United Co. for Caravans & Prefab Houses – Riyadh, Saudia Arabia.

- Aconex submission according to the project.
- Provide the Project Manager with all relevant information needed for project reporting. Prepare PQD, MAR documentation (Prequalification & Material Approval Request) and manage the CRS (Comments Resolution Sheet) via coordinating with engineering.
- Coordinate, maintain and control all documents related to the Projects Like Drawings, Submission and Other documents.
- Records and maintain all relevant project documents into Electronic Document Management System (EDMS) and maintenance of workflows.
- Monitor project documents to ensure accuracy and completeness. Develop and implement documentation procedures.
- Responsible for handling all documents i.e Design drawings, supplier documents, procurement contracts documents field/construction documents system.
- Receives tracks and monitors documents using standard document management programs to register documents, maintain database and procedures logs transmittals and other reports as required.
- Transmitting documents to internal and external parties for review and information.
- Maintain update register for documents/drawings/site instructions/technical query/construction documents and other internal and client subcontractor correspondence.

- Sending daily reminders to each discipline if any open document for their Review, Approval or Closed.
- Coordinating with the suppliers and subcontractors via email or phone to collect all the relevant documents for the project.
- Follow up with clients and suppliers.
- Manage the flow of documentation within the organization.

#### Document Controller (Jan 2021 – Dec 2022)

##### The Downtown Hotel – Hyderabad, India.

- Maintain and organize all hotel-related documents (contracts, permits, SOPs, maintenance logs, etc.)
- Ensure documents are up-to-date, properly labeled, and stored securely (physically or digitally).
- Ensure all documentation complies with hotel brand standards, local regulations, and audit requirements.
- Work closely with engineering, housekeeping, HR, and procurement teams to manage document flow.
- Track and distribute updated policies, manuals, and safety procedures.
- Train staff on proper document handling procedure.

#### Document Controller (Sept 2019 – Dec 2021)

##### Prominent Overseas Consultancy – Hyderabad, India.

- Maintain and update student records, including application forms, transcripts, recommendation letters, and visa documents.
- Track deadlines and follow up on missing or incomplete file.
- Maintain version control for updated agreements or policy changes.
- Distribute updated brochures, course catalogues, and policy documents to relevant teams.
- Assist in preparing presentations, training materials, and internal manuals

#### PROJECT EXECUTED

- **NEOM – OXAGON** – Saudi Arabia.
- King Abdullah Financial District (KAFD) – Saud Consultant - **Temporary offices for Parcel 6.29 - KAFD00296 – Area 06** – Saudi Arabia.
- Aramco - Larsen & Toubro (L& T) - **SAPMT Camp Expansion – Gas Compression Project-II Pkg # 31, Jafurah** – Saudi Arabia.
- Diriyah (DG Enabling Works) – Binyah – **DG II - Client Temporary Office (CTO)** – Saudi Arabia.
- Diriyah (DG Enabling Works) – Binyah – **DG II - Client Temporary Office Extension (CTOE)** – Saudi Arabia.
- Saudi Real Estate Infrastructure Company (Binyah) - **Binyah Head Office** – Saudi Arabia.
- Riyadh Airport (RAC) – Advance Construction Co. (ACC) - **Custom Building & Guard Houses** – Saudi Arabia.
- LUCID – Al Bawani – **LUCID Office & Guard Shacks** – Saudi Arabia.

## SKILLS

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- Aconex
- ERP Systems
- MS Office
- Electronic Document Management System (EDMS)
- Tracking Documents
- Records Management
- Strong Communication Skills

## Certifications

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- Introduction to Electronic Document Management (EDM)
- Document Control: From Principles to Practice
- Oracle Aconex Accredited Professional

## PERSONAL DETAILS

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- Date of Birth : 03/03/1998
- Iqama No. : 2545262491 (Transferable)