

Md Akram

Document Controller

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Summary

Enthusiastic Document Controller with 1-2 years of hands-on experience in managing document workflows and maintaining project documentation integrity. Skilled in database management, document retention, and process optimization. Committed to enhancing team efficiency and ensuring compliance with industry standards while delivering high-quality results.

Education

- **RGPV, Bhopal** — B.Tech in CSE, **CGPA: 6.96/10** 2020–2024
- **SN Tiwari Senior Secondary School, Bihar** — Intermediate XII (Science), **58.2%** 2020

Technical Skills

- Microsoft Word
- Document Management System
- Document control and organization
- Ensuring document accuracy and version control

Experience

- **Document Controller @ AT Engineering Pvt.Ltd**, Delhi Oct 2024 - Ongoing
 - Develop and manage a document control database system to enhance tracking, approval processes, and revision identification.
 - Create and implement work instructions for document retention and vendor service management.
 - Monitor and report deviations in circulation durations for document distribution and retention cycles.
 - Prepare, file, and distribute project documentation, including drawings and correspondence for engineering, procurement, and construction teams.
- **Web Developer @ LeopardRuns**, Bhopal Jan–March 2024
 - Worked on company website using HTML, CSS, and JavaScript.
 - Made changes in buttons, forms, and page design to look better and be easy to use.
 - Found and fixed problems on pages to keep everything working fine.

Training

- **Document Lifecycle Management**, Noida 2024
 - Train on the stages of a document from creation to disposal: creation, review, approval, revision/update, distribution, storage, retrieval, retention, and archiving/removal.
 - Define key terms such as "documents" vs. "records," procedures, manuals, and policies.

Certifications & Achievements

- Microsoft Word | Microsoft Excel

Languages

- English — Read, Write, Speak Fluent.
- Hindi — Native language.

Passport Details

- Passport Number: C0692727
- Date of Issue: 26/07/2024
- Date of Expiry: 25/07/2034
- Place of Issue: Patna, Bihar

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

MD AKRAM