

MD TANWEER HUSSAIN

DOCUMENT CONTROLLER

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SUMMARY

Detail-oriented Document Controller with 4+ years of experience in construction projects, specializing in EDMS (Aconex, Procore), ISO 9001:2015 documentation, submittals, transmittals, RFIs, document control, and project close-out management. Proven ability to streamline documentation workflows, ensure document security and version control, maintain audit-ready records, and support on-time project delivery while ensuring full compliance with client, consultant, and quality standards.

SKILLS

- Document Control
- EDMS (Aconex / Procore Administration)
- ISO 9001:2015 Documentation
- Transmittals & Submittals
- RFI Management
- Document Registers & Logs
- Drawing Control & Distribution
- Version & Revision Control
- Project Close-Out Documents
- Filing, Indexing & Archiving
- Data Entry & Document Reporting
- MS Office Suite
- MS Excel (Advanced)
- Contractor / Consultant Coordination
- Client Documentation Compliance
- Quality Document Control (QMS)
- Time Management
- Communication Skills
- Team Coordination
- Team Supervision

PROFESSIONAL EXPERIENCE

Document Controller

Aug 2021 – Oct 2025

Th Construction, Hazaribagh, India

- Improved document retrieval efficiency by implementing structured EDMS (Aconex / Procore) workflows, reducing search time by 30–40%
- Ensured 100% compliance with ISO 9001:2015, resulting in zero non-conformities during internal and external audits.
- Streamlined submittal, transmittal, and RFI workflows, reducing approval turnaround time and preventing project delays.
- Maintained accurate revision and version control, eliminating document duplication and minimizing rework risks.
- Strengthened document security and access control, ensuring confidential project data remained audit-ready and protected.
- Coordinated effectively with engineers, consultants, contractors, and client teams, improving communication and reducing documentation errors.
- Provided guidance and support to engineers and site teams on document submission procedures, numbering systems, and EDMS usage.
- Reduced document loss and misfiling by maintaining standardized document numbering and filing systems
- Managed project close-out documentation, as-built drawings, final handover files, and long-term archiving

Assistant Teacher – KG to Grade 8

Jun 2018 – Jul 2021

PD Children International School, Koderma, India

CTET Qualified — Primary (Grades 1–5) and Upper Primary (Grades 6–8)

- Assisted Lead Teachers in delivering lessons aligned with CBSE / British / American curriculum standards
- Supported classroom instruction for KG to Grade 8 across core subjects including Social Studies, and English.
- Prepared lesson materials, worksheets, visual aids, and classroom activities to enhance student engagement
- Managed classroom behavior and ensured a safe, inclusive, and disciplined learning environment
- Maintained student records, attendance, and academic documentation as per school policies
- Communicated regularly with teachers and parents regarding student performance and behavior
- Supported school activities, exams, events, and extracurricular programs

Warehouse Supervisor

Mar 2015 – Apr 2018

CWLS, Ranchi, India

- Supervised day-to-day warehouse operations including receiving, storage, picking, packing, and dispatch
- Led and monitored a team of 10–30 warehouse staff, ensuring productivity, discipline, and task accuracy
- Ensured compliance with FIFO / FEFO, stock rotation, and proper material handling procedures
- Coordinated with procurement, logistics, and transport teams to ensure timely dispatch and delivery
- Conducted daily stock checks, cycle counts, and physical inventories to minimize discrepancies
- Prepared daily, weekly, and monthly warehouse reports (stock, manpower, damages, shortages)
- Managed documentation including GRN, delivery notes, transfer notes, and inventory records
- Ensured warehouse cleanliness, 5S standards, and efficient space utilization

Team Leader

Sep 2012 – Dec 2014

AEGIS Limited, Jamshedpur, India

- Led and supervised a team of 8–15 members, ensuring daily task allocation, productivity tracking, and deadline compliance
- Coordinated with cross-functional teams to achieve project and operational goals efficiently
- Monitored team performance, attendance, and work quality; provided regular feedback and coaching
- Prepared daily, weekly, and monthly performance reports for management review
- Ensured adherence to company policies, quality standards, and compliance requirements
- Improved workflow efficiency by implementing better task prioritization and teamwork practices

ACHIEVEMENTS

- Successfully managed 10,000+ project documents across multiple construction phases without compliance issues
- Achieved zero NCRs during ISO audits through strict adherence to quality documentation procedures
- Reduced document processing errors by 35% through consistent version and revision control
- Played a key role in timely project handover by completing 100% documentation before deadlines
- Recognized by project management team for maintaining audit-ready documentation at all times
- Improved consultant and contractor response time by implementing clear document submission and tracking procedures
- Supported smooth client approvals by ensuring accurate, complete, and well-indexed documentation

EDUCATION

- Master of Arts (M.A.) – Nalanda Open University, Patna, India **2012 – 2014**
- Bachelor of Education (B.ED.) – Vinoba Bhave University, Hazaribag, India **2019 – 2021**
- Bachelor of Arts (B.A.) – Vinoba Bhave University, Hazaribag, India **2009 – 2012**

CERTIFICATIONS

- Diploma in Computer Application (DCA) – STS Computer Education, India (2011)
- Aconex Accredited – Oracle University (2025)
- Procore Construction Management Professional Certificate – LinkedIn (2025)
- ISO 9001:2015 – Quality Management Systems (QMS) – Alison (2025)
- Sharepoint Online Essential Training: Beyond the Basics – LinkedIn (2025)

PERSONAL DETAILS

Nationality: Indian

Visa Status: Available for Employment Visa

Availability: Immediate