

Document Controller

MD JAHID HOSSAIN KHAN

3+ Years of Experience

Master's of Business Administration-MBA (Accounting)

Al Jubail, Kingdom Of Saudi Arabia

Iqama : Valid / Transferable

Mail: jahidmailbox15@gmail.com

Mobile: +966569267892

WhatsApp: [0569267892](https://wa.me/966569267892)



Professional Summary

Experienced Document Controller with over 3 years of professional experience in document management, records control, administrative coordination, and office support. Skilled in handling project documentation, maintaining filing systems, controlling document flow, preparing reports, and ensuring accurate record keeping. Experienced in working with projects, coordinating with multiple departments, and maintaining confidentiality while meeting deadlines.

Core Skills

- Document Control and Records Management
- Filing, Archiving, and Data Entry
- Document Tracking and Version Control
- Coordination with Engineering, Procurement, and Site Teams
- Preparation of Reports and Correspondence
- Strong Communication and Organizational Skills
- Time Management and Multitasking
- Attention to Detail and Accuracy
- ERP Systems and Office Administration
- Ability to Work Under Pressure and Meet Deadlines

Technical Skills

Office Software: Microsoft Excel, Word, PowerPoint

Cloud Tools: Google Drive, Google Docs, Google Sheet

ERP Systems: Oracle Aconex, Oracle ERP, Oye Cloud CRM, Tally , Kingdee Galaxy, SAP, SharePoint

Communication Tools: Zoom, Team Talk, Wechat, WhatsApp, Social Media Platforms

Professional Experience

Company : NUBERG ENGINEERING LTD (EPC)

Project : SACHLO CHEMICAL PLANT

Position : Document Controller

Year : NOV 2023 to MAR 2025

Company : NUBERG ENGINEERING LTD (EPC)
Project : ADDAR SPECIALIZED CHEMICALS SOLVENTS FACTORY
Position : Document Controller
Year : FEB 2022 to JUNE 2023

Key Responsibilities – Document Controller

- Managed and logged all incoming and outgoing project correspondence in the document control system
- Maintained and updated databases for engineering documents, drawings, and project records
- Prepared and tracked outgoing transmittals for clients and subcontractors
- Maintained document control systems for issuance, filing, tracking, and retrieval of documents (drawings, specifications, QA/QC records, procedures, etc.)
- Updated logs with hyperlinks for incoming/outgoing letters and technical documents
- Coordinated and responded to Technical Queries (TQ) and ensured proper distribution via email
- Maintained and updated RFI (Request for Inspection) logs and engineering document tracking systems
- Registered incoming documents with proper stamping, numbering, and recording in the system
- Reviewed, routed, copied, and filed documents in both electronic and hard copy formats
- Managed isometric drawings including printing, updating, and filing hard copies
- Maintained organized filing systems for transmittals, technical queries, and engineering documents
- Prepared daily weld reports and other project-related documentation reports
- Generated daily, weekly, and monthly reports for project tracking and management review
- Prepared departmental reports including safety and quality data (unsafe conditions, incidents, audits, etc.)
- Provided administrative and clerical support to project teams to ensure smooth workflow
- Coordinated meetings, training sessions, and maintained calendars for project activities
- Arranged safety orientations for contractor employees
- Ensured efficient handling of incoming/outgoing mail and office documentation processes
- Maintained confidentiality of sensitive documents and company information
- Supported development and updating of company procedures, policies, and quality manuals
- Acted as a liaison between departments to ensure effective communication and reporting
- Reported unusual situations and issues to team leaders and management promptly

Others Experience

Accounts Executive

OPPO (Heguang Electronic Distribution Co. Ltd)

Job Summary

- Perform daily bank reconciliation to maintain accurate financial records.
- Verify dealer and retailer orders and deposits.
- Record dealer deposits in ERP Oracle and CRM systems.
- Create and process sales orders in ERP Oracle.
- Reconcile daily sales quantities with system data.
- Prepare dealer incentive payments and allocate them correctly.
- Monitor additional deposits from dealers and retailers.
- Prepare incentive statements and maintain proper documentation.
- Perform other accounting tasks assigned by management.

Education

Master of Business Administration (MBA)

Major: Accounting & Information Systems

National University of Bangladesh

2020 – 2021

Result: Passed (1st Division/Class)

Bachelor of Business Administration (BBA)

Major: Accounting & Information Systems

National University of Bangladesh

2016 – 2020

Result: Higher Second Division/ Class

Higher Secondary Certificate (HSC)

Gridkalindia Hajera Hasmat College, Chandpur, Bangladesh

2013 – 2015

Result: First Division/Class

Secondary School Certificate (SSC)

Gridkalindia High School, Chandpur, Bangladesh

2012-2013

Result: First Division/Class

Language Skills

- English (Fluent)
- Bengali (Native)
- Hindi (Fluent)
- Arabic (Basic)

Personal Strengths

- Strong organizational and coordination skills
- Reliable and detail-oriented
- Quick learner and adaptable
- Team player with positive attitude
- Strong problem-solving ability

Declaration

I hereby declare that the information provided in this CV is true and accurate to the best of my knowledge. I am committed to contributing my skills and experience toward the success and growth of the organization.

Md Jahid Hossain Khan