Document Controller

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Professional Summary

Experienced Document Controller with a solid background in construction and engineering environments. Proficient in Aconex and other document management systems, ensuring organized and secures handling of both digital and physical documents. Skilled in data backup, document security, and regulatory compliance. Adept in quality assurance, process improvement, and the use of Microsoft Excel for data entry, reporting, and project coordination.

Professional Experience

Group Amana | Document Controller | March 2024 – Present

- Manage all project transmittals and submittals.
- Ensure proper distribution of correspondence.
- Respond to inquiries about document and drawing revisions.
- Maintain project records and enhance document access and retrieval efficiency by 80%.
- Update and follow document control procedures.
- Ensure the accuracy and completeness of all outgoing and incoming documents.
- Record all issued documents and drawings using Aconex.

Naffco | Document Controller | March 2020 – June 2022

- Oversaw document control processes ensuring compliance and quality.
- Implemented efficient digital and physical filing systems.
- Maintained version control and accurate information distribution.
- Contributed to record retention policies.
- Prepared documentation for audits and inspections.

Key Achievements

- Reduced document retrieval time by 30%.
- Managed over 1,000 documents for multiple projects.
- Enhanced productivity through data entry and reporting using Microsoft Excel.

Makhotari Global LLC | Document Controller | June 2016 – March 2020

- Supported contract administration.
- Verified document structure and accuracy for clear communication.
- Supervised the issue and recording of drawings and documents.
- Coordinated with subcontractors and suppliers.
- Produced progress documentation and reports.
- Maintained quality-assured electronic and hard copy records.
- Implemented tracking spreadsheets, improving retrieval times by 30%.

Attila Dugan Construction & Installation | Document Controller | Jan 2013 – Feb 2016

- Managed documentation including data entry, storage, and archiving.
- Improved filing accuracy by 70%.
- Ensured compliance with regulations and safety protocols.
- Distributed reports and documentation to stakeholders.
- Enhanced operational workflows and team efficiency.
- Strengthened document security and performed daily backups.
- Conducted quality checks, ensuring 100% submission accuracy.

Education

Bsc (Computer Technology)
University of Sindh, Pakistan
Mcse (Microsoft System Certified Engineer)
Corvit System Pakistan

Skills & Tools

- Document Control, Records Management, Quality Assurance, Digital Filing.
- Version Control, Process Improvement, Metadata Management.
- Aconex, Microsoft Excel, Microsoft Office, Windows Server, CMIC.
- Strong organizational skills, attention to detail, file management
- Microsoft Google Doc.
- Document Security.
- IT Support & Troubleshooting
- System Administration.
- Team Collaboration.