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**PERSONAL SUMMARY**

# A document controller with 6 years’ experience and a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of electronic data management systems, supplier document controls electronic filing systems. Responsible for establishing and maintaining an effective document control systems. Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties

**KEY SKILLS AND COMPETENCIES**

 Strong IT, database and communication skills. Experience with document control packages such as **ACONEX** and **LETO DMS**. Excellent interpersonal skills. Ability to utilize a range of office software, including email, spreadsheets and databases.

# Experience

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| Gulf Contractors Co. LLC. (GCC), UAEOct.2013 – present | **DOCUMENT CONTROLLER** Established in 1988 and now one of the leading Construction, irrigation, landscaping and agricultural companies in Abu Dhabi-UAE. GCC employs more than 1800 staff involving in landscaping, pipeline, infrastructure, and operation & maintenance of municipal soft and hard landscape and associated infrastructure**Responsabilités:** Technical Office - Document Controller* Proper Scan and Uploading Project documents in **ACONEX**, Filling and Storage of Hard copies in archive files for quick and smooth search.
* Preparing of OUT going Correspondences and replying of IN coming correspondences with the Project Managers review
* Full Assistance to the Project Manager in Scans, Photo copies, Email writing and meeting updates
* Prepared daily, weekly and monthly reports
* Register construction related documents such as project correspondence, Log Registers,
* Transmittals , **WIR**, **RFIs**, **TQs**, Shop Drawing Approvals, Petty cash reports, Weekly Progress report and Monthly, Material submittals, Invoices, Drawing submittals.
* Maintain computerized system for registering, expediting, tracking and reporting of correspondence, drawings, and technical submissions.
* Preparing project meetings and leave schedules for employees.
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| **Coca Cola– Uganda Limited**Jan.2012 – Aug.2013 | **DOCUMENT CONTROLLER**  An International Coca Cola distribution Group of companies, General Merchandise, with a SUB-Headquarters in Uganda, Basic handling the biggest and full supply of coca cola brands to various whole sellers.**Responsabilités:** **Document Controller*** Reporting to Duty Manager
* Proper Scan and Uploading Project documents in PRIMEVERA DMS, Filling and Storage of Hard copies for quick and smooth search where need be
* Assisted Administration and HR Department in preparing Salary sheets, Leave Applications for Staff in both Field and Office
* Preparing of OUT going Correspondences and replying of IN coming correspondences with the Project Managers review
* Full Assistance to the Project Manager in Scans, Photo copies, Email writing and meeting Updates

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| Roko Property Masters - UgandaDec.2009 –Aug. 2011 | OFFICE ASSISTANTA “Grade 2” LTD company Headquartered in Uganda-Entebbe has been basically engaging in Real Estate, engineering, technical, construction and Administration and building construction well as Un skilled Manpower Services with Over 700 Employees in Uganda. This is basically a Real Estate company.**Responsibilities:** Technical Office - Office Assistant* Reporting to Project Manager
* Assisted Administration and HR Department in preparing Salary sheets, Leave Applications for Staff in both Field and Office
* Full Assistance to the Project Manager in Scans, Photo copies, Email writing and meeting Updates
* Prepared daily, weekly and monthly report
* Proper Scan and Uploading Project documents in Primavera P6 DMS,
* Filling and Storage of Hard copies for quick and smooth search.
* Prepared daily, weekly and monthly reports
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**SKILLS SET**

* **PRIMAVERA P.6** – Advanced
General Skills – Project Management – Advanced
Software Packages – MS Office – Advanced
Acrobat – Advanced
EDMS (**Aconix**) – Advanced
* SharePoint, Document Control –Advanced
* Computer literate mainly EDMS or VDMS systems, MS office and database.
Good knowledge on EDMS or VDMS techniques.
Fluent in English (Written & spoken). Good document control reports preparation skills.

**PROFESSIONAL SKILLS**

* Document Controlling and Management.
* Documentation and distribution of document covering skills
* Document follow-Up and monitoring skills
* Good organization skills and highly motivated with a lot of personal initiative Correspondence Preparing
* Effective communication skills with ability to influence at all levels
* Ability to work on complex Tasks and in adverse environments, under minimal Supervision and meet deadlines

**PERSONAL DETAILS**

Name: Zziwa Denis

DOB: 27/06/1989

Marital Status: Married

# EDUCATION

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| Team institute of Business management 2010 – 2012 | **Diploma** IN INFORMATION TECHNOLOGY.  |
| **K. Garden college Buddo**1993 – 1995 | **Certificate****ADVANCED LEVEL OF EDUCATION**. |