|  |  |
| --- | --- |
| ESHA  E-Mail: [esha.286631@2freemail.com](mailto:esha.286631@2freemail.com)  Date of Birth: 23rd March 1986  Place of Birth: Nasik, Maharashtra  Visa Husband Sponsored | IMG_6722.jpg |

**OBJECTIVE**

I am looking for a challenging position where I could be a productive and contributive member of the team or organization to utilize my **5 years work experience** in the field of Document Control, Project Coordination, System Support, Data Base Management, Business Office Administration and Project Support Services

I will be most suited for the position of **Lead Document Controller / Information Manager / Planning & Scheduling Professional** to manage and coordinate the document control functions and project support services of Document Control Centre in Project Control Department with special attention towards the Quality Management System, Project Quality Plan, Project Planning & Project Scheduling.

**CAREER FORTE**

SMC Medical Manufacturing and Pvt. Ltd., Bangalore, India

Title- Document Controller

Since January 2011 to July 2015.

* Responsible for establishing and maintaining a effective document control systems.
* Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties.
* Duties:
* Maintaining a tracking facility to enable documents to be updated easily. Scanning in all relevant new documents. Checking despatch documents are accurate.
* Presentation and filing of documents and drawings.
* Responsible for maintaining hard copy information.
* Issuing and distributing controlled copies of information.
* Managing and maintaining a SMC Document Control System.
* Provide advice on procedures of issue and methods in accessing the system.
* Ensuring all documents are as up to date as possible within electronic filing systems.
* Developing and establishing document control processes.
* To maintain the Electronic Document Management System (EDMS) and generate management summaries, graphical presentations and special reports.
* Thorough Knowledge / Capability of using the computer skills pertaining to document workflow within my assigned tasks.
* Maintain the daily documents IN/OUT register and ensure that documents are delivered to the concerned person.
* List out all types of documents i.e. drawing, technical documents, submittals, Query Sheets, Shop Drawings Approvals and correspondence of internal & external letters. Giving them the unique reference number for identification and easy retrieval whenever required.
* Proper filing of the documents in correspondence files with file reference and letter number.
* Responsible for maintaining all administrative records for Project Site Office.
* Maintain time sheets for all personnel and ensure that they are completed and dispatched to the accounts dept. in time.
* To arrange site approval and forward to consultant’s office.
* Organize coordination meetings within various functional groups of the project team.
* Coordination with all Engineers, Supervisors and other functional / departmental heads.
* Responsibilities include handling multiple project correspondences, records and filing, telephone calls and other related duties. Using office equipments like printer, scanner, fax machine, Xerox machine, binding machine and laminating machine. Using MS word and Excel as and when required to streamline the office functions.
* Understanding & implementing clerical methods and document procedures at Head Office and subsequent operations at different site offices.
* Assisting the project managers, while handling confidential project documents. Consulting project managers to deal the problems on priority basis.
* Providing my part of responsibility in generating managerial reports

.

**CERTIFICATION COURSES**

MSCIT -Maharashtra State - Certificate in Information Technology Computer knowledge

ACADEMIA

2013 Diploma in Mechanical Engineering from Karnataka Open University

2002 12th from B.Y.K College of commerce, Pune Board, Nasik, Maharashtra.

2000 10thfrom St. Lawrence high School Pune Board, Nasik, Maharashtra

IT FORTE

Strong IT database and communication skills.

Experience with document control packages.

Excellent interpersonal skills and a professional telephone manner.

Utilizing a range of office software, including email, spreadsheets and databases.

A comprehensive understanding of health and safety regulations.

Ability to evaluate, prioritize, organize and delegate work schedules.

Proven decision making skills.

Able to react quickly and effectively when dealing with challenging situations.

Assisting departments with queries on documentation requirements & submissions.

Thank you

Esha