**Ritika**

**Ritika.336350@2freemail.com**

## OBJECTIVE:

A document controller with 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 etc.

Easy going by nature and able to get along with both work colleagues and senior managers, currently looking for a suitable document controller position.

## PROFESSIONAL SUMMARY:

* An IT professional with 4.5 years(Approx, 2 yrs as developer In- house projects.
* A result oriented professional with 4 years of experience in IT Sector.
* Excellent written, communication, presentation, problem solving and inter personal skills with ability to work in multi cultural environment.

## AREA OF EXPERTISE:

* Maintaining hard copy and soft copy of the documents & ensuring the acknowledgement of documents / drawing transmittals from site.
* Scanning in all relevant new documents.
* Checking despatch documents are accurate.
* Presentation and filing of documents and drawings.
* Responsible for maintaining hard copy information.
* Coordination with Construction Team.
* Maintaining documents for all projects (for both CIVIL, ELECTRICAL & MECHNICAL).
* Maintaining and Updating Shop Drawing Log, Material Submission Log, Correspondence Log, Transmittal Log, Incoming and Outgoing Letters Log
* Ensuring all documents are as up to date as possible within electronic filing systems.

**ACADEMIA:**

* Master Degree in Business Application specialization in Human Resource from Maharishi Dayanand University.
* Master Degree in Computer Application from Maharishi Dayanand University.
* Bachelor in Education from Maharishi Dayanand University.

**AWARDS:**

* Award by LPS Bossard for Active Participation Management and Best IT-Executive-2012.

## Work Experience:

**LPS Bossard Pvt. Ltd Mar’ 09 – Nov’14**

Worked with M/S LPS-Bossard Pvt. Ltd.,October 2009 to Nov, 2014 as Executive-IT. LPS-Bossard is a joint venture of LPS with Bossard AG, Switzerland who are the world leaders in Fasteners, having presence in many countries.

**KEY SKILLS AND COMPETENCIES**

* 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

**Technical Skills**

* **Operating System:** Windows 98/2000, Windows XP Proff.,VISTA, Windows 7

## PERSONAL DOSSIER

Marital status : Single

Nationality : Indian