**AYUB**

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**POSITION APPLIED FOR: DOCUMENT CONTROLLER**

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***OBJECTIVE:***

Seeking a challenging career in a growing organization where my knowledge can be applied and which can provide me a dynamic work atmosphere to extract my inherit skills. Use and develop my aptitude to further the organizations objectives and also my career in the process.

**TOTAL CAREER EXPERIENCE- 07 YEARS & 09 MONTHS IN DOCUMENT CONTROLLER**

**Educational Qualification**

* Graduate in B.A from SP College, Pune University in 2008 with First Class (Secured 62.33%).
* HSC from S.J.V College, Maharashtra State Board in 2005 First Class (Secured 63.33%)
* SSC from S.J.V.R in 2003 First class (Secured 64.06%)

**Computer Proficiency**

* MS-CIT, DIT, MCSE (Microsoft Certified System Engineer ), COMPUTER HARDWARE & NETWORKING,
* Typing speed 50.Wpm English and Marathi 30 WPM Government exam passed,
* Acrobat reader /writer 11, Assai Web, IDBI, AHA, Live link, EDMS, DMS, PROETRACK, BUSSINESS TOOL,
* Outlook mail, IBM lotus Notes, good knowledge of excel, word, PowerPoint
* MS Office 2003,2007,2010,2013 version
* DHCP, DNS, windows 2003 Server,
* Operating Systems: Installation of Windows 7, Vista, Windows 8, 8.1, 10, XP, Server 2003.
* Installing configuring and administering Microsoft windows XP professional, implementing managing and maintaining a Microsoft windows server 2003 network infrastructure,
* E-Office

**Professional Experience:**

* **XERVON INDUSTRIAL SERVICES LLC.**

Period Oct 2016 to Till Date ABU DHABI, UAE. PO BOX NO 47616**.**

Current Designation - Document Controller.

* **Duties and responsibilities**
* Implement and maintain document control processes and procedures
* Develop and maintain the document management system.
* Manage all flows of documents either in electronic form or on paper support.
* Ensure Document Management accordingly to established procedures or standards (documents numbering, formats, issuance, review, dispatch, recording and archiving).
* Maintain and manage electronic and hard copy documents as required.
* Process incoming documentation (registration in the DMS, internal distribution, archiving)
* Process outgoing documentation (transmit to client and Supplier/3rd parties)
* Makes sure that controlled copies of latest approved documents and drawings are distributed internally and externally (Clients and Suppliers).
* Ensure control and coordination of projects documentation and data.
* Ensure all drawings/documentation are correctly identified, distributed and filed/stored.
* General document control activities such as photocopying, scanning, analysis of supplier’s documents compliance with project standards regarding numbering and all others aspect related to document quality.
* Assistance in the preparation collation and issue of reports and registers as may be required.
* Communicate and liaise with project teams, suppliers/3rd parties to agree standards, system, and efficient flow of documentation, handover and close-out of project activity to ensure consistency in document control as required.
* Monitor technical documents review and approval I accordance with agreed schedule.
* Monitoring of documentation progress in cooperation with the project planner.
* Produce internal and external (Clients and Suppliers) over-due reports.
* Ensuring the use of standardized forms and templates.
* Set-up projects folders and facilitate project communication process.
* Establish and maintain the Master Document Register in cooperation with the project team.
* Collate, produce and submit QA Documentation for clients.
* **PDO (Petroleum Development Oman) (Larson & Toubro)**

Period June 2016 to Sep-2016, L&T Knowledge City,Vadodara, Gujarat, India

(Oil & Gas Division (Hydrocarbon, Refinery)

Designation - Document Controller (Project Information Lead)

* **Duties and responsibilities**
* Updating and controls technical/Engineering documents, records, and data in register
* Responding, information, requesting to submit by technical and non-technical personnel at all levels in the organization.
* Providing assistance to PMC and EPC and internal & personnel to investigating, evaluating, and resolving documentation related problems.
* Documentation relating to multi-discipline engineering, construction, QA/QC, certification, and vendor technical and commercial documentation, records and data for the facilities.
* Working with Project management team to develop and maintained the communications between PMC/EPC and Company.
* Settings up document control room and maintaining document filing and storage as per company requirements & policy
* Verifying of the completeness, and acknowledges the receipt of technical documentation and data received from the various internal and external sources.
* Validating status of technical documentation and data received from various internal and external sources.
* Updating multi-discipline wise data held in specialist Document and Data Management Systems.
* Ensuring proper adherence to company Policy and Procedure and international standards concerning management, archiving and retention of company documents, records and data.
* Issuing and receiving of controlled documentation and creation of general electronic transmittals to the Project, Client and Suppliers.
* Scanning of documentation and liaising with external suppliers.
* Archiving, retrieval and storage of documentation adhering to company standards and policies.
* Filing of project documents and drawings in conjunction with project and corporate naming and numbering procedure
* Documentum administration: for example permissions and security settings, new projects, user accounts, templates etc.
* Assist in maintaining and updating the SharePoint Site and Business Management System
* Assist the Team Lead to develop, review and update IM processes and procedures
* Experienced with application of IT software based Engineering Document Management Systems software (EDMS)
* Ability to extract data from EDMS and compile correspondence records, document record logs and status reports.
* Efficient document recording/distribution and expediting of project document deliverables to multidiscipline project teams
* Familiar with transmittal/submittal protocols for document receipt, dispatch, distribution and recording purposes
* Assist to Set up and implement a Project Document Distribution and Review Matrix.
* Assist to gather document progress/status from multidiscipline project teams and compile expediting/overdue reports.
* Familiar with EPC and Oil & Gas technical documentation
* Working in Client office environments and Client documentation filing structures knowledge
* Issuing all project documents to customer as requested. Scrutinizing the documents before issuing them
* Providing and sorting access for users via Using Assai software for Document uploading and distribution. Creating external, Internal Transmittal via Assai web software, and validation as per CSV File for uploading documents in Assai. Once all documents validate then use validated file for uploading purpose, then issuing document internally to particular engineer with group via live link, also using IDBI software for Document uploading purpose, AHA, then issued document with particular reviewer approval code etc. IFA, IFI, IFR, AFP, APP, Generating report via report tab different types of report generated from reports tab etc...
* **THERMAX INDIA LTD,** PUNE

Period-June 2010 to June 2016,(Upstream Oil & Gas Division, Boilers & Heaters)

Designation- Document controller (Oil & Gas)

* **Duties and responsibilities**
* As Per Customer procedures in line with Standard and client requirement creating documentation List, cover page, numbering, etc...
* Generating reports to reflect the documents issued on project, overdue documents from customer & documents that need to be resubmitted by clients.
* Chasing the Customer & Engineers for the overdue documents as per Reports
* Requesting team for new sites, setting up the SharePoint site once the link has been received...
* Final documentation, Preparing project documentation and Coordinate progress document reviews, document numbering, DCI maintain, mechanical, E&I, Process, Quality etc..
* Executing various project documentation and Maintenance and review of document management process
* Assist in the completion of Final documentation
* Management of Electronic Document Control System
* Direct communicate with customer for Documentation, Document query handle with customer, all types of project documents activities completion, customer query resolve on telephone or mail. Present all project documentation status and report pending project documentation, inform documentation schedule to engineer , complete the task by engineer
* Preparing DCI ( Document Control Index ) and updating document tracking system Register
* Circulating to all concern Engineering Department for their review / input on Comments for customer submission with plan submission date.
* Drawing template format as per customer requirements also circulate to all engineering department for submission purpose.
* Document submit finally to customer via email or require customer Portal like INTERNET, EDMS, ASSAI, IHA, EROOM, PROETRACK, BUSSINESS TOOL, IDBI etc…
* All types of document Vendor documentation, Project documentation, Final documentation, electronic and hard copy documentation Tracking submission, commented doc distribute to all concern VIA EMAIL or system through E-Room.

**Other Tasks / General**

* Other relevant duties / tasks as directed by Directors, Contract Managers / Site Managers and Quantity Surveyors.

**Skills:**

* Highly coordinating with line management and communicating the needs for my work.
* Reporting to the management and updating my duties and about my job responsibilities on time.
* Maintain good relationship with all Engineering departments. (Team work & relationships).
* Document Management.

**Languages Known** **:** Hindi, English & Marathi

**Respected Sir,**

I am offering my service with my necessary particulars / experience as mentioned in C.V. above based on fact. Hoping, I may please be given a chance assure you that I shall devote my full efforts and best of my duty.

Thanks in advance for your perusal consideration.