** Wasim**

Email: wasim.374669@2freemail.com

DOB: 6th June 1992

**“DOCUMENT CONTROLLER”**

**Objective:**

To be part of an Organization where I can use my skills and innovative thinking to design efficient solutions using best of the technology while acquiring more knowledge to achieve professional growth.

**Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Institution** | **Board/University** | **Percentage** |
|  |  |  |  |
| B.C.A | Worker’s College | Kolhan University | 71.83% |
|  | Jamshedpur | Chaibasa |  |
| 12th | Karim City College | J.A.C. | 45.70% |
| (Commerce) | (Jamshedpur) |  |  |
| 10th | Adarsh High | J.A.C. | 60.00% |
|  | School |  |  |

**PROFESSIONAL EXPERIENCE:**

**1** **K.P. CONSTRUCTION COMPANY**

**Position**

**Duration**

**: DOCUMENT CONTROLLER**

**:** 5thJan 2015 to 26 July 2017

**2 AEGIS PRIVATE LTD JAMSHEDPUR (INDIA)**

**Position**

**Duration**

**: CUSTOMER SUPPORT REPRESENTATIVE**

**:** 2ndFeb 2014 to 30 Aug 2014

**B.C.A. Projects:**

* **College Attendance Management System Domain: -** Eclipse

A mobile based application to maintain student attendance.

* + Student Attendance Maintain
	+ Student Details Maintain

**Job Training:**

One month vocational training in “Control Desk Solutions Pvt Ltd” from 10st Nov 2012 to 15th Dec 2012.

**COMPUTER SKILLS:**

* Good Knowledge of Operating system Window XP, Window 7, 8 and 10
* Database : SQL, MS- Access
* Language : Core Java
* Processing: MS-Word, MS-PowerPoint.
* Data Analysis: Microsoft Excel.
* Internet, E-mail, ShadowExplorer, Drobox.
* Adobe Photoshop

|  |  |  |
| --- | --- | --- |
| **Operating Systems** | **:** XP/Windows7/ Windows 8, 10 |  |
|  | **: Hardware:** Assembling of a Computer, O/S installation, |  |
| **Computer Hardware** | Application installation, Partitioning HDD, Formatting, |  |
| Installation of Anti-Virus and upgrade the version On- |  |
|  |  |
|  | line and Some kinds of Trouble Shooting. |  |

**NATURE OF JOBS:**

* Exposure in Engineering design office, experience in leading a small group of Document Controllers, managing Site Document Control team, in addition to the execution of my own document control duties.
* I am responsible for the effective and efficient document control of all engineering documents, in accordance with the established procedures.
* Design and development of advanced project document control system for the business.
* I am responsible for maintenance and continual improvement of Document Control Management System. Monitor the document control requirements on an ongoing basis so as to make recommendations for any improvements in the system if necessary.
* Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
* Maintain registers of all receipts and issues or submissions of documents and correspondence.
* Expedite the return of documents and approvals or comments within the required time period from internal and external parties to whom they have been issued or distributed.
* Ensure the effective running of the day-to-day operations of the document center.
* Ability to plan, organize, lead and coordinate the Document Control function within our multidisciplinary Engineering group, in order to meet the needs of the projects, proposals and Company’s quality requirements and timely deadlines (milestones).
* Register, log, distribute, track, issue, maintain and control office and site project documents and drawings.
* Coordinate the activities of Document Control, including distribution of documents, tracking and reporting on document review progress.
* Assist with the implementation, management and administration of the electronic document management system.

**Extra-Curricular Activities:**

* NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSSINESS DEVELOPMENT
* IPSAR(Institute of Professional Studies & Research)
* TATA STEEL FAMILY INITIATIVE FOUNDATION
* AEGIS STAR PERFORMER CERTIFICATE

**Strength:**

* Quick Learner.
* Ability to work in a team and individually.
* Flexibility and Adaptability.

**Personal Details:**

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | 6th. June. 1992. |
| Language Known | : English, Hindi, Urdu, Arabic (Read only). |
| Nationality | : | Indian. |
| Marital Status | : | Unmarried |

**PASSPORT DETAILS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PASSPORT** | **Date of Issue** | **Date of Expiry** | **Place of Issue** |  |
|  |  |  | 11/05/2024 | Ranchi |  |
| 12/05/2014 |  |
| **Declaration:** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| I hereby declare that the information given above | is true and correct to the |  |
| best of my knowledge and belief. |  |  |  |  |
| **Date:** | **Place:** |  | **Wasim**  |  |
|  |  |  |  |  |  |  |  |  |  |