### sad SADAKATHULLA

**Document Controller**

[SADAKATHULLA.214970@2freemail.com](mailto:SADAKATHULLA.214970@2freemail.com)



CAREER OBJECTIVE

To secure a challenging and growth oriented position that fits my qualification, which will fully utilize my professional skills and offer the opportunity merit advancement.

**Areas of Excellence:**

* Good Communication & Inter Personal Skills and Good Analytical & Problem Solving Skill
* Positive outlook and open-minded approach
* Aptitude for learning new assignments & determined approach towards work environment
* Excellent ability to work under minimal supervision and prioritize work
* Ability to work in a Highly Motivated Team Environment



**PROFESSIONAL EXPERIENCE**

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**HUAWEI TECHNOLOGIES UAE FZ-LLC.**

**Document Controller**  **October 2014 - March 2017**

**Job Responsibilities:**

* Coordinate with Contractor’s project controls team to ensure accuracy and timeliness of contractor’s project controls delivery.
* Coordinate with team and RPM’s in related to project control and progress.
* Effectively and accurately communicate relevant project information to the client and project team.
* Analyze the status of documents submitted by Subcons.
* Implement and maintain document control process and procedures.
* Maintain updated records of all approved documents and drawings and their distribution clearly.
* Expedite the documents approval from the concerned personals.
* Monitor technical documents review and approval in accordance with agreed schedule.
* Maintain records of all information related to project for documentation, clarification and presentation to management.
* Ensure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
* Order & follow-up local purchase materials from authorized suppliers & ensure the timely delivery.
* Preparing meeting minutes, meeting notes and take approve from concerned persons.
* Upload document into the standard registers SSDM system (Huawei official) ensuring that documents are accurate and up to date.

**Samsung Engineering Saudi Arabia Co. Ltd. **



**Document Controller /Admin Assistant Duration: May 2012 to July 2013**

**Job Responsibilities:**

* Prepare the Daily manpower report.
* Prepare the Construction Weekly Report.
* Update the status of Government ID’s, Medical Insurance &Visas of Staff & workers.
* Preparation of leave applications, arrangement of tickets for staff & workers.
* Preparation of monthly time sheet, payroll of staff & workers.
* Responsible for arranging accommodation & vehicle services for Staff & workers.
* Order & follow-up of all the site office required supplies & ensure the timely delivery by the Contractor.
* Attend to all incoming mails and calls, sorts/logs and distributes as required, receives outgoing mails,

logs and distributes.

* Preparing meeting minutes, meeting notes and internal support materials
* Provide secretarial and administrative support to management and other staff
* Make travel, meeting and other arrangements for staff.
* 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.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Responsible for checking all Requisitions related to stationery and printing materials.



**CTCI OVERSEAS CORP. LTD. SAUDI ARABIA.**

**Document Controller Duration: April 2011 to April 2012**

**Job Responsibilities:**

* Maintaining log for all sensitive (classified) drawings & documents.
* Filing document and drawings as per document coding system.
* Coordinating & helping the Engineering Dept. in preparation if various documents.
* Check the status of Mechanical, electrical and instrumentation documents.
* Controlling of sensitive (classified) documents & drawings for internal & external auditors.
* Maintaining Control log sheet.
* Register, log, distribute, track, issue, maintain and control office and site project documents and drawings.
* Indexing the computer records regularly for easy tracking, tracing or searching of documents.
* Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
* Notifying the Project Control Manager or immediate superior for all received Documents & Drawings, circulate the documents through transmittal to related departments for Information.
* Responsible of receiving and logging of various documents from vendors.
* Documentation review, routing, copying and filling.
* Registering the incoming and outgoing documents for controlling their tractability and filling.
* Maintain updated records of all approved documents and drawings and their distribution clearly
* Preparation of daily, weekly, monthly reports which includes all the information about the daily activities, weekends.
* Maintain confidential file of the Executive office.



**SHIREEN ENTERPRISES (Distributor for Havells Products)**

**Duration: January 2009 to Feb 2011**

**Marketing Executive**

**Job Responsibilities:**

* Communicating with target audience and managing customer relationships
* Arranging the effective distribution of marketing material.
* Maintaining and updating customer databases.
* Organizing and attending events such as conferences, seminars, receptions and exhibitions
* Evaluating marketing campaigns
* Monitoring competitor activity;
* Supporting the marketing manager and other colleagues



**ACADEMIC QUALIFICATION**

* **Bachelor of Business Management (BBM)** from St. Aloysius College under Mangalore University.
* **Diploma in Computer Application.**

**PERSONAL DETAILS:**

Date of Birth : 08October 1987

Marital Status : Married

Religion : Islam

Nationality : Indian