**Document Controller**

ROBERT SMITH

Phone: (123) 456 78 99

Email: info@qwikresume.com Website: [www.qwikresume.com](http://www.qwikresume.com/)

LinkedIn: linkedin.com/qwikresume Address: 1737 Marshville Road,

Alabama.

# Objective

Experience in projects related to infrastructure rehabilitation, hospitals, high rise tower, hotel, bridge, sewerage and educational institutions.

# Skills

Project Management, Information System, Expedition Contract Manager.

# Work Experience

## Document Controller

**ABC Corporation** ­ January 2013 – March 2014

* Updated &amp; maintained information in the management system ensuring high quality document flow.
* Established &amp; managed document filing system for all hard copies of incoming &amp;

outgoing documents.

* Assured compliance with project communication protocols and document control procedures.
* Reviewed incoming drawings for completeness and accuracy of drawing transmittal sheets.
* Maintained an up to date register of design drawings with latest revisions.
* Maintained copies of all submitted &amp; approved contractors submittals.
* Trained new document control staff building competence for handling document control system at site with minimal supervision.

## Document Controller

**ABC Corporation** ­ February 2009 – November 2010

* Key Projects to Credit Burj Khalifa - the tallest building in the world Client Emaar Properties Responsibilities Managed all project documentation including construction & as-built drawings, material submittals, QA/QC documents and close-out dossiers.
* Ensured adherence of electronic document management system (EDMS) procedures in preparation, distribution & control of all documents/records.
* Archived all records including correspondence, reports, drawings, sketches, instructions,

minutes of meetings, submittals & requests for information ensuring proper retention and quick retrieval.

* Monitored application of all document control requirements - indication of correct file codes on documents, maintenance of redundant or subject files, accounting for of all sequential documents and retention of original documents.
* Conducted periodic audits to ensure that all files are correctly accounted for and updated with all required reports/documents and followed up tracing of missing documents.
* Coordinated with engineers & consultants for on time actions on all submittals and drawings.
* Interfaced with multiple sites for smooth flow of correspondence and availability of requested documents.

# Education

MBA in Project Management/Total Quality Management - 2014(Sikkim Manipal University of Health)