

Document Controller

ROBERT SMITH

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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 & maintained information in the management system ensuring high quality document flow.
- Established & managed document filing system for all hard copies of incoming & 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 & 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)