**SUMMARY**

Quickly learn and master new technology; equally successful in both team and self­ directed settings; and proficient in a range of computer systems, languages, tools and testing methodologies.

**CORE COMPETENCIES**

Document Control.

**PROFESSIONAL EXPERIENCE**

# Document Controller/Processor

## ABC Corporation ­ 2012 – 2013

**Key Deliverables:**

* Responsible for all Document Control Activities for the Project Team.
* Provided training and guidance to the Document Controllers/Administrative and Technical Assistants in other offices as required.
* Provided guidance and training on Document Control processes for the Project Team members.
* Monitored and expedited as necessary the progress on document reviews and approvals.
* Receipt, registered and distributed of Contractor/Vendor and internal documentation.
* Ensured all documentation is collected, logged, copied, filed and distributed accordingly in a timely manner.
* Provided information regarding the document control team for the weekly and monthly reports.

# Document Controller

## ABC Corporation ­ 2007 – 2012

**Key Deliverables:**

* Tenure July 2004 to October 2006.
* Project Jumeirah Beach Residence Sector 4, Dubai.
* (UAE) Designed and developed database linked electronic filing system which improved the efficiency of finding requested documents; Ensured proper record maintained for document for document distribution.
* Successful Closeout and handover documentation required by line Manager.
* Age 39 Years Passport Details ECNR Passport No.
* L1189589 Issue Place Doha Issue Date 20.06.2013 Valid Till 19.06.2023 Signature Date.
* Place.

**EDUCATION**

- (Houston Community College)