

ROBERT SMITH

Document Controller/Processor

Phone: (0123)-456-789 | Email: info@website.com | Website:Website.com

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.
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EDUCATION

- (Houston Community College)
