



## **MAHESH SASIDHARAN**

### **DOCUMENT CONTROLLER & SUBMITTAL COORDINATOR**

**E-mail**  : maheshasmaheshas04041994@gmail.com

**Phone**  : +91 8943 12 45 76

### **PROFILE SUMMARY**

A Document Controller is a professional who maintains organized and updated documents for a business using document management software, uploading or scanning paper documents, obtaining documents, and ensuring proper and secure storage.

### **RESPONSIBILITIES**

- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare ad-hoc reports on projects as needed

### **WORK EXPERIENCE**

- NAFFCO ELECTROMECHANICAL L.L.C, UAE. April -12- 2017 to April -5-2023  
Position: SUBMITTAL COORDINATOR & DOCUMENT CONTROLLER
- VENUS INDUSTRIAL (CHENNAI). Nov -15-2015 to March – 25 - 2016  
Position: Programmer

## REQUIREMENTS AND SKILLS

- Proven work experience as a Document Controller or similar role
- Document controlling
- Data Entry
- Hands-on experience with MS Office and MS Excel
- Knowledge of Electronic Document Management Systems (EDMS)
- Proficient typing and editing skills
- Data organization skills
- Documentation

## EDUCATION

2016-2017 : STEEL TECH INSTITUTE ( KERALA).

2015-2016 : VENUS INDUSTRIAL INSTITUTE (CHENNAI).

2013-2015 : GOVT. INDUSTRIAL TRAINING INSTITUTE MCH DIPLOMA

2011-2013 : SMHSS (+2 COMPUTER SCIENCE) KERALA.

## PERSONAL DETAILS

Date of Birth : 4 April 1994  
Languages Known : English, Hindi, Tamil and Malayalam.  
Current Address : Mahesh s ,anil bhavan valiyode (po)  
Veliyam pin: 691520 ,kollam kerala  
Nationality : Indian  
Marital Status : -

## DECLARATION

I hereby declare that all the details provided above are true to the best of my knowledge and belief.

Date: 28/07/2023

Place: Kollam

Mahesh Sasidharan