



PARTHIBAN P

Document Controller

About Me

Detail-oriented and organized document controller with over 2 years of experience in managing, organizing, and maintaining company documents. Proficient in implementing document control procedures, ensuring compliance with organizational standards and industry regulations. Adept at coordinating document distribution, reviewing documents for completeness and accuracy, and maintaining electronic and hard copy filing systems. Strong interpersonal skills with a proven ability to work collaboratively with cross-functional teams to achieve project goals. Seeking to leverage my skills and experience in a challenging document control role within a dynamic organization.



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Parthibanpavinz@gmail.com



Dubai , Dubai investment park

Expertise

- Document Management Systems: Proficient in SharePoint, Aconex, Documentum.
- Microsoft Office Suite: Advanced skills in Word, Excel, Outlook, PowerPoint.
- File Organization: Expert in organizing and maintaining both physical and electronic files.
- Compliance Management: In-depth knowledge of compliance standards and regulations.
- Attention to Detail: Strong ability to ensure accuracy and completeness of documents.
- Communication: Excellent verbal and written communication skills.
- Project Management: Experienced in managing document control aspects of projects.
- Confidentiality: Committed to maintaining the confidentiality and security of documents.

Personal Detail

- | | |
|-----------------|------------------|
| Date of birth. | - 06 / 03 / 1996 |
| Married Status. | - Married |
| Nationality | - Indian |
| Sex. | - Male |
| Passport No. | - T4663276 |
| Visa Status. | - Residence |

Language

ENGLISH , TAMIL , HINDI and MALAYALAM

Experience

SAFCO International Trading Co. L.L.C.

2022 - Current. DOCUMENT CONTROLLER

Job Location - Dubai



- Establish and maintain document control procedures in accordance with company policies and industry standards.
- Manage the distribution, tracking, and retrieval of all project documents including drawings, specifications, reports, and correspondence.
- Ensure that all documentation is accurately named, numbered, and filed according to project specifications.
- Monitor document changes and revisions, ensuring that all updates are properly documented and communicated to relevant stakeholders.
- Maintain document logs and databases to track the status and location of all project documents.
- Collaborate with project teams to facilitate document review, approval, and sign-off processes.
- regulatory requirements.
- Generate and distribute reports on document status, distribution, and revisions as required.
- Assist with document management system (DMS) administration and troubleshooting.

ECOM EXPRESS PVT LT.

2019 - 2021 , SUPERVISOR

Job Location - INDIA



- Delivered packages across designated routes while adhering to delivery schedules and safety regulations.
- Manage inventory and logistics, maintaining accurate records of package pickups, deliveries, and returns.
- Assisted in training new couriers on route navigation and customer interaction best practices.
- Provided exceptional customer service, receiving regular positive feedback and commendations from clients.
- Managed customer inquiries and concerns effectively, fostering positive relationships and resolving issues to ensure client satisfaction.
- Conduct regular performance evaluations and provide coaching to optimize courier performance and customer service.

Education

Mahatma Gandhi university, Kottayam, india

Master in Science (M.sc) - Course Completed

College of applied science - Specialised in Electronic with Computer hardware and Networking.

2016 - 2018

Mahatma Gandhi university, Kottayam, india

Bachelors in Science (M.sc) - Completed

College of applied science - Specialised in Electronic with Computer hardware and Networking 75%

2013 - 2018

Higher Secondary

Technical higher Secondary School

Specialised in PHYSICAL SCIENCE with 70%

Deceleration

I hereby declare that all the above-furnished information is true to the best of my knowledge and belief.

PARTHIBAN P