

RUBINA H. SHAIKH

Document Controller

Kanpur 208 001, U.P.

Cell No: +91 9987868780

E-mail: rubina_leo786@rediffmail.com

PROFESSIONAL SUMMARY

- Motivated Document Controller with over 12 years of organizational expertise.
- Proficient in using electronic document management systems and ensuring compliance with regulatory requirements.
- Exceptional at providing services in the area of operations documentation management, including implementation of automated documents for systems generation with an eye to future updates and modifications.
- Sharp individual boasting a strong understanding of effective file migration and document process audits.
- Has strong background in document control, preparation of engineering, construction, and vendor data deliverables such as drawings, specifications, calculations, reports, final documentation, etc.

AREAS OF EXPERTISE

- Document Management Systems
- Document Control Procedures
- Records Management
- Communication and Collaboration
- Project Management

PROFESSIONAL EXPERIENCE

Gulermak-Sam India Kanpur Metro Project JV

(Document Controller cum Executive Secretary)

Aug 2021 to date

(Kanpur, U.P.)

- Maintaining a register of all incoming and outgoing mail, MoMs, Drawings & technical submittals, and recording of mail before circulating for distribution.
- Check documents, scan and photocopy files, and make sure that organizational documentation is stored safely and securely.
- Assign and track project document numbers and revisions.
- Distribute project-related copies to internal teams.
- Ensure all documentation meets formal requirements and required standards.
- Manage the workflow and communicate with appropriate parties and system administrators to ensure access is created once the request has been approved.
- Preparation of letters for submission purposes as and when required by team members.
- Managing and controlling document access, such as setting permissions and establishing security protocols to ensure that only authorized parties have access to sensitive or confidential information.

CRSC – Beijing National Railway Research & Design Institute of Signal & Communication Group Co. Ltd.

(Document Controller)

Aug 2018 – Jul 2021

(Allahabad, U.P.)

- Develop and maintain the Document Management System.
- Submission of documents to M/s Systra Mott Macdonald and M/s Dedicated Freight Corridor Corporation of India Limited (DFCCIL).
- Creating reports and contributing to project or department meetings.
- Ensure Document Management accordingly to established procedures or standards (Document numbering, formats, issuance, review, dispatch, recording, and archiving).
- Establish and maintain the Master Document Register in cooperation with the Project team.
- Ensure all technical documents, such as reports, drawings, and blueprints, are collected, scanned, and registered in the system.
- To liaise with and distribute project-related information with all levels of the project team and potentially external parties.
- Manage the flow of documentation within the organization maintaining confidentiality around sensitive information and terms of the agreement.
- Prepare ad-hoc reports on projects as needed.

H. K. International

(Document Controller cum Visa Co-ordinator)

Aug 2016 - Jul 2018

(Mumbai, Maharashtra)

- Maintain all the registers, files, and folders for consulate records i.e., visa book, consulate status register, submission book, original visa documents files, visa folders, etc.,
- Handle all medical procedure checking of passports, NOC, and exit proof. Also maintain daily follow-up computerized sheet, submission work of employment/ visit/ residence/ Exit re-entry extensions/ cancel and transfer visas for KSA.
- MOFA entries for each passport are finally approved for submission and payments with the registration of health certificate by E-Wallet/ Credit Cards etc.
- Administer and organize documents for the visa process to always ensure their traceability and availability.
- Provide and review all documentation being generated, in both hard copy and electronic form.
- Organizes and implements administrative systems and procedures performing necessary support duties.

A & F Associates

(Visa Co-ordinator)

Jan 2014 - Jul 2016

(Mumbai, Maharashtra)

- MOFA entries for each passport are finally approved for submission and payments with the registration of health certificate by E-Wallet/ Credit Cards etc.
- Administer and organize documents for the visa process to always ensure their traceability and availability.
- Provide and review all documentation being generated, in both hard copy and electronic form.
- Maintain all the registers for consulate records i.e., visa book, consulate status register, submission book, original visa documents files, visa folders, etc.,
- Handle all medical procedure checking of passports, NOC, and exit proof. Also maintain daily follow-up computerized sheet, submission work of employment/ visit/ residence/ Exit re-entry extensions/ cancel and transfer visas for K.S.A.
- Organizes and implements administrative systems and procedures performing necessary support duties.

Sunehri Consultants
(Visa Co-ordinator & Accounts Officer)

Jun 2011 - Dec 2013
(Mumbai, Maharashtra)

As Visa Co-ordinator

- Maintain all the registers, files, and folders for consulate records i.e. visa book, consulate status register, submission book, original visa documents files, visa folders, etc. systematically to improve time efficiency.
- Handle full medical procedure checking of passports, NOC, and exit proof. Also maintain daily follow-up computerized sheet, submission work of employment/ visit/ residence/ Exit, re-entry extensions/ cancel and transfer visas for KSA.
- Efficient filling work (finished and in the process) i.e. original visa documents. Visa-endorsed copies for various clients with their different provided visa blocks in respective files, request letters, etc.
- MOFA entries for each passport are finally approved for submission and MOFA payments with the registration of health certificate by E-Wallet/ Credit Cards etc.

As Accounts Officer

- Maintenance of employee database, maintaining and updating Leave Records.
- Prepare and submit all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management.
- Prepare and process timely distribution of Salary, bonus, increment, and Salary slip.
- Maintain and regularly update the master database (personal file, personal database) of each employee.
- Resolve grievances or queries that any of the employees have, and escalate to the right level depending on the nature of the grievance or issue.

HDFC ERGO General Insurance Co. Ltd.
(Officer – Home Insurance & Motor Insurance)

Nov 2007 - Feb 2011
(Mumbai, Maharashtra)

- Inward of Cover notes & Proposal forms, Policy Issuance & Renewals, Cancellation, Endorsements, Settlement of Premium & Claim amounts of Home & Motor Insurance.
- Settlement of Cheque dishonour Home Insurance cases.
- Compilation of Retail Health Card Reports including all transactions received, processed, closing stock, and discrepant transactions across all the processes.
- Pendency Management of discrepant proposals and renewals.
- Produce reports on documentation and progress as requested. Ensure that hard copy and electronic record files as required are maintained in good order to comply with QA requirements.
- Taking care of complete endorsement and cancellation for Home Insurance, Motor Insurance, and Accident Insurance in the X-Gen system, Genisys system, and Mirus system.
- Preparing report of NCB confirmation and dispatching the same to the Insurance companies through Talisma system & Data enrichment of report generated from system for correction in customer details through Client Data Bank.

Anand Rathi Insurance Brokers Pvt. Ltd.
(Executive Officer)

Oct 2006 - Oct 2007
(Mumbai, Maharashtra)

- Maintaining renewals records every month and sending the same to respective branches in hard as well as soft copy.
- Follow up with insurance companies for renewal notices of the clients.
- Sending proposal forms and renewal covering letters of the insured to the insurance companies.
- Data entry in Broker Magic Package for renewal notices.
- Maintaining records of the proposal forms and renewals of the insured.
- Maintaining premium register thereby making new entries of proposals and renewals of the clients.
- Preparing MIS reports for the branch as well as other branches & Preparing IRDA statements.

Essamu Overseas (Export Department)
(Office Administrator)

Nov 1999 - Sep 2006
(Mumbai, Maharashtra)

- Responsible for day-to-day Document Management workload.
- Handling phone calls and day-to-day office routine work including maintaining accounts, petty cash transactions, and reconciliation of bank statements.
- Handling sensitive official and personal information concerning integrity and prudence to protect the Embassy and promote harmony among the staff.
- Coordinate with the team concerning documentation requirements.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, and placing and expediting orders for supplies.
- Handling Dispatch of all documents & Cost Control Telephone, Courier, & Postage Stationery.
- Responsible for managing and expediting document distribution.

EDUCATIONAL ACHIEVEMENTS

- B.COM from Mumbai in 1997.

CERTIFICATES OF COMPETENCY

- Awarded Distinction In Diploma in International Airline and Travel Management in 1997 from Trade-wings Institute of Management.
- Awarded First Class in Diploma in IATA/ UFTAA examination Standard course in 1997 – Geneva-based Switzerland.
- Awarded First Class in Diploma in SABRE CRS training in 1998 from Trade-wings Institute of Management.
- First Class Diploma in Computer Operation in 1997 from Maharashtra State Board of Vocational Examination.

TECHNICAL EXPERTISE

- Software: MS Office suite, Internet, Adobe Photoshop 7.0, Adobe Acrobat, Sharepoint, OneDrive.

PERSONAL DETAILS

- Passport No: X7311070
- Passport Validity: 25/03/2023 to 24/03/2033
- Permanent Address: 18-A, Arab Lane, 2nd Floor, R No.48, Mumbai 400 008.
- Marital Status: Married
- Lingual Proficiency: English, Hindi, Urdu
- Hobbies: Reading, Music, Painting, Travelling

Rubina H. Shaikh