



# RASHID V.V

## DOCUMENT CONTROLLER

### CONTACT

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📍 Jebel Ali, United Arab Emirates

### TECHNICAL EXPERTISE

- AutoCAD
- MS-Office Applications
- Compliance controls
- Data accuracy
- Office Administration
- Document organization
- Database management
- Information System
- Process auditing
- Project support
- Analytical Support
- Customer Service

### SKILLS

- Effective interpersonal skills
- Expert in Problem solving
- Concise communicator
- Attentive listener
- Effective learner
- Team Leadership
- Emotional Intelligence

### SUMMARY

Looking for a suitable position where I could be a productive and contribution member of the team or organization to utilize work experience in the field of Document Control, Project Coordination, System Support, Data Base Management, Business Coordination, Market Research, Product Presentation, Client Promotion, Marketing, Techno-Commercial Negotiation, Office Administration and Project Support Services.

### WORK EXPERIENCE

#### Document Controller -E&I Engineering *Mumbai, India [2019 – 2021]*

##### Kalpataru Power Transmission Limited

Part of GAIL, VEDANTA, CAIRN Oil and gas onshore based pipeline augmentation project in brown field of Rajasthan, and West Bengal in India responsible for departmental data base management and documentation activities. My responsibilities include:

- Develop and manage utilization of document control database system allowing for better tracking of documents, approval loops, revision identification, quality, and timely receipt for distribution.
- Created and established work instructions for document retention plans and implementation of retention vendor services.
- Prepare, file, and distribute all project documentation/drawings and correspondence for EPC groups (engineering, procurement, construction).
- Support estimating and bid proposal teams to receive, check and validate documents regarding possible projects and job showings Receives and appropriately handles emails from clients and staff in an accurate timely manner.
- Responsible for examining documents such as blueprints, drawings, change orders, and specifications to verify completeness and accuracy of data.
- Monitor due dates for drawings, specifications, software, technical manuals, and other documents.
- Comprehensive documentation responsibility including, but not limited to, generating detailed engineering drawings, Bill of Materials (BOM), schematics, manuals and production test plans.
- Review the shop drawing construction details, product data, material samples, inspection plans, method statements, delivery schedules to confirm compliance with the requirements of the project.

#### Document coordinator *Pune, India [2018 – 2019]*

##### Concept Engineering Company

Part of Electrical project for Motherson sumi system private limited phase 2 held in Indore. Responsible for issuing all engineering documents as well as supplier/vendor documents. My responsibilities include:

- Maintain internal issuing, tracking and reporting status of drawings, specifications and engineering documents.
- Responsible for coordinating with clients and / or agencies to ensure proper personnel movement.

LANGUAGE PROFICIENCY

- Malayalam - Native
- English C1
- Hindi C2
- Arabic A2

INTERESTS

- Travel
- Photography
- Trekking
- Cycling
- Swimming
- Cooking

PERSONAL DETAILS

Nationality : Indian

Passport No : S0294260

Visa type : Visit Visa

Visa status : Active

Date of Birth : Aug 01<sup>st</sup> 1994

Marital Status : Single

- Assured compliance with project communication protocols and document control procedures.
- Work closely with project managers, engineers, and contractors to maintain and resolve document and drawing issues.
- Quality check documents, drawings, and transmittals for correct titles, revisions, and document number and revision submitted by suppliers or subcontractors, and engineers.
- Monitored and expedited as necessary the progress on document reviews and approvals.
- Ensured all documentation is collected, logged, copied, filed and distributed accordingly in a timely manner.
- Control processing of project-related files & documents in the computer-based document control system.

MEP Document Analyst *Cochin, India [2017– 2018]*

Tritech Corporation

Part of MEP Engineering team. Responsible for examining documents such as blueprints, drawings, change orders, and specifications to verify completeness and accuracy of data.. My responsibilities include:

- Maintaining copies of client specifications and standards for a project, which includes tracking of specification deviations and addendums.
- Reviewed incoming drawings for completeness and accuracy of drawing transmittal sheets.
- Performs cost estimating, budgeting, design preparation, project scheduling and oversee outside contractors on assigned projects.
- Receive and send all documents to database / log entries for tracking purposes Prepared, download and printed documents/drawings, specifications, Add/update documents in project information systems.
- Coordinating between MEP and civil drawings at the site. Coordination and attending meeting with subcontractors, contractor & consultant, client, supplier.
- Responsible for Report writing, records scanning, imaging processes, quality assurance for case review sheets.
- Maintain a database containing purchasing, suppliers and personnel information.

HIGHLIGHTS

- Exceptionally strong computer networking and software skills
- Excellent organizational abilities
- Enjoys innovating effective solutions to document issues
- Proficient in hard copy and digital documents
- Works extremely well as part of a team

EDUCATION

Bachelors Degree *Karnataka, India [2013- 2017]*

- Bachelor of Engineering in Electrical and Electronics in Srinivas Institute of Technology under Visvesaraya Technological University.