

To:

The HR Manager/Interviewer



Subject : Application for the post of Document Controller

Document Controller in Magna MEP Electromechanical (May 2018 – Mar 2020)

Document Controller in Visionaire Fze (Sep 2011 – Apr 2017)

Document Controller in Arabian Construction Company (Oct 2009 – Aug 2011)

Dear Sir/Madam,

I have come to know from a reliable source that there is a requirement of a Document Controller in your company, I am pleased to offer my candidature for this position in this great organization.

I ensure that I'm comfortable in adjusting any situation and don't get flustered easily and ability to use any software applications efficiently as required with minimal training.

I do believe that becoming a part of your growing organization means dedication, hard work, and a patient motivation to colleagues. A cover letter might not be enough to know me better, hence, my objective to establish a time when we meet to discuss how my talent, professionalism and enthusiasm would add value to your operation.

Duties and Responsibilities	
Maintaining all types of DWG, RFI, MST, MAT and PQD Submittal Logs correspondence up to date.	Train Document Control Clerks and delegate and oversee their tasks
Manage and maintain all controlled company Docs Update and control procedure documents and forms	Oversee document through its entire lifecycle (inception to archival)
Take charge of all document identification, classification and filing	Create document filing and organizing systems that are both effective and efficient
Ensure revised documents are accessible and Confirm delivery of documents to proper personnel	Conform to company enforced specifications and Document Control Procedures
Make available, notify and distribute documents to relevant recipients	Ensure proper organization and security of documents (paper and electronic)
Create document hierarchy and process systems	Assist with communication during external audits

I hope my qualification and 8 + years experience in Document Control meets your requirement. If given an opportunity, I shall fulfill my duties to the entire satisfaction of all concerned.

Please refer my CV for more details of my professional Experience.

Yours Sincerely,

Dananjaya Bandla

Document Controller

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CURRICULUM VITAE

DANANJAYA BANDLA

Mob No. +971 55 252 4567

Email: bandla.dananjaya@gmail.com



Application for the post of Document Controller

With 8 + years UAE experience in ACC, Visionaire Fze & Magna MEP

Objective:

- I am comfortable in adjusting any situation and don't get flustered easily and ability to use any software applications efficiently as required with minimal training, I proved this during my job in Arabian Construction Company & Visionaire. To establish myself to a responsible position in a challenging environment, where I can utilize my knowledge and experience.

Forte:

- Thrive on learning and growing professionally.
- Performance Driven, insightful professional experience of proven ability.
- Able to handle multi-task with efficiency and accuracy.
- Keeping confidentiality of commercial proposals/tenders and the likes in accordance with company policy.
- Good written and verbal communication ability.
- Enjoy every new challenge.

Professional Experience:

- Document Controller from May-2018 till Mar-2020 in **Magna MEP Electromechanical**
- Document Controller from September-2011 till April-2017 in **Visionaire Fze** (AV/IT Solutions) 5 years 7 months.
- Document Controller in **Arabian Construction Company(ACC)**, Oct-2009 to Aug-2011 (2 yrs)
- Asst. Document Controller in Snijder (Holland company) in Bahrain 2005-2006 (1.3 years)

Roles and Responsibilities:

In Magna MEP - Onsite Document Controller in MEP project

- Preparing DTS-Document Transmittal Sheet for outgoing correspondence.
- Maintaining electronics format records of Incoming tender documents.
- Recording and hyperlinking of all submitted acknowledgements in electronics formats.
- Executing work in compliance with company Standard Procedures for all outgoing DWG, RFI, MAT, IR, MIR, and Other Technical Documents.
- Coordination with internal departments to centralize the projects related correspondence.
- Raising MEP Material Request in Horizon 2.0
- Handling Pretty Cash and submitting Bills to HO Account Dept.
- Employees Time Sheet on Daily Basis.

In Visionaire – Head Office Document Controller in Pre Sales and Post Sales

- Preparing Commercial & Technical proposals for all Pre-sales Inquiries and Tenders submissions in strict company format with standard print preview.
- Updating Pre & Post sales ongoing projects tracking/Log sheets.
- Maintaining electronics format records of Incoming tender documents.
- Downloading product data sheets followed by final BOQ from the relevant company websites for the tender submission.
- Updating current status in SharePoint and Victor for the all received inquiries.
- Executing work in compliance with company Standard Operating Procedures for all outgoing Method Statements, RFI, MAT, LLD, PAT, UAT, Completion Certificates and Other Technical Documents.
- Coordination with internal departments to centralize the projects related correspondence.
- Maintain confidentiality of sensitive information and terms of an agreement.

In ACC – Onsite Document Controller in Construction Projects.

Project 1 - Gate District Towers 3-8, in Abu Dhabi from Oct-2009 to Feb-2011 (1 year 5 months)

Project 2 - Ruwais Refinery Expansion P3 (TAKREER) from Feb-2011 to Aug-2011 (7 Months)

- Maintaining RFI, MST, DWG, MAT and PQD Submittal Logs correspondence up to date.
- Overseeing the works performed by the DC helpers.
- Data entry and hyperlinking various logs with related files for easy accessibility.
- Uploading and receiving documents through Primavera Expedition DMS and e-Builder DMS
- Systematic filing of documents as per company standards.
- Preparation of Documents for internal & external distribution as per Distribution Matrix.
- Log all received documents from vendors and ensuring that each document shows the correct revision and document identification number.
- Expedite any overdue documentation from vendors, consultants and client representatives
- Compile final job dossier of all approved/ good for construction / as built documents.
- Overseeing of various types of documents on the basis of the approved Document Distribution Matrix, Proper Renaming of all scanned documents for easy traceability.

Strengths:

- Admirable Knowledge in MS Excel and Word.
- Implementation of 100% easy access via Excel for all documents.
- Ability to use any software applications efficiently as required with minimal training.
- Cope very well with the pressure of fast-paced work and meet targets.
- Implementation of all control Log sheets form Dashboard.
- Excellent team worker, able to work on own initiative and have good problem solving ability.

Academic Details:

- B Com. Bachelor of Commerce from Magadh University (1996)
- Secondary School Leaving Certificate (S.S.L.C) from Kanaka Someshwara Jr. College, (1993)
- Senior Secondary from Andhra Pradesh School Education Board (1991)

Technical Skills:

Computer knowledge in MS Word	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input checked="" type="checkbox"/>
Computer knowledge in MS Excel	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input checked="" type="checkbox"/>
Horizon 4.0 (MEP Material Request)	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input checked="" type="checkbox"/>
Primavera Expedition (Online submission to PMC)	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input checked="" type="checkbox"/>
e-Builder (Web-based Capital Program and Project Management Software)	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input checked="" type="checkbox"/>
SharePoint/Victor (Updating the current status)	Average <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input checked="" type="checkbox"/>
Adobe Acrobat Professional	Average <input type="checkbox"/>	Good <input checked="" type="checkbox"/>	Excellent <input type="checkbox"/>

Personal Details:

Name : Dananjaya Bandla
 Date of Birth : 17-Jan-1975
 Marital Status : Married
 Driving License : Scheduling to take
 Nationality : Indian
 Visa Status : Visit Visa
 Languages Known : English, Hindi & Telugu (Several - Marathi, Tamil)

Available References:

Mr. Swarnjit : Sr. Document Controller, Mob: +971 56 440 9419 (ACC)
 Mr. Rohit Nair : Mechanical Engineer, Mob: +971 50 4069980 (Magna MEP)
 Mr. Abhijit Dutta : Pre-sales Manager, Mob: +971 55 106 3102 (Granteq)
 Mr. Sumith Naryanan : HR Human Capital, Mob: +971 55 785 6990 (Visionaire)
 Mr. Rupesh Mowede : Quality Manager, Mob: + 971 56 175 9648 (Shobha Eng. Cont.)
 Mr. Thirumalai : AV Designer, Mob: +971 55 4497616 (Almoe AV systems)
 Mr. Pramod Singh : Commercial Officer, Mob: +971 50 4686410 (Visionaire)
 Mr. Paul Saby Gabello : Sr. Quality Engineer, Mob: +971 50 664 5837 (ACC)

Hobbies:

Carrom (Best), Snooker (Better) and Chess (Good)

Declaration:

I hereby declare that the above-mentioned all details are true to best of my knowledge.

Regards,
Dananjaya.