

## AREAS OF EXPERTISE

*Document management*

*Data entry*

*Office IT skills*

*Secretarial tasks*

*Archiving*

*Document Control*

*Data entry*

## PROFESSIONAL

*Can speak English*

*First Aid*

## PERSONAL SKILLS

*Organising skills*

*Communication*

*Target orientated*

## PERSONAL DETAILS

*Thirupathi Banavath  
Mussafa, 26  
Abu Dhabi*

*M: +971547374908*

*E: [banavath95@gmail.com](mailto:banavath95@gmail.com)*

*DOB: 09/05/1999*

*Driving license: No*

*Nationality: INDIAN*

# Thirupathi Banavath

## Document controller

### PERSONAL SUMMARY

A document controller with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of: electronic data management systems, supplier document controls, electronic filing systems, LCI/DFO final handover and also technical library (inc. codes and standards, and legislation) etc.

Easy going by nature and able to get along with both work colleagues and senior managers, currently looking for a suitable document controller position.

### WORK EXPERIENCE

#### *Ministry of education- MOE*

DOCUMENT CONTROLLER      June 2019 - Present

Responsible for establishing and maintaining a effective document control systems. Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties.

#### *Duties:*

- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning in all relevant new documents.
- Checking despatch documents are accurate.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Managing and maintaining a Meridian Document Control System.
- Provide advice on procedures of issue and methods in accessing the system.
- Ensuring all documents are as up to date as possible within electronic filing systems.

### KEY SKILLS AND COMPETENCIES

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- Strong IT, database
  - and communication
  - skills.
  - Experience with
  - document control
  - packages such as
  - Asite.
  - Excellent
  - interpersonal skills
  - and a professional
- telephone manner.  
Utilizing a range of  
office software, including  
email, spreadsheets and  
databases.

A comprehensive understanding of health and safety regulations.  
Ability to evaluate, prioritize, organize and delegate work schedules.  
Proven decision making skills.  
Able to react quickly and effectively when dealing with challenging situations.  
Assisting departments with queries on documentation requirements &  
submissions.

#### ACADEMIC QUALIFICATIONS

BA (Hons) Public Sector Administration  
*Satavahan University 2015 – 2018*

A levels: Maths (A) English (B) Technology (B) Science (C)  
*Govt junior College 2013 - 2014*

REFERENCES – Available on request.