

## Curriculum Vitae for the post of Document Controller

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### Professional Experience:

30 years UAE experience (working in UAE since September 1996), 5.5 years with Oil and Gas Project (TAJREER EPCC) Project in the field of Document Controlling / Secretary and experience in operating 6 different software for Electronic Document Management System (EDMS), 6 years' experience in operating the Aconex software as Administrator and 1.5 year in operating Webtop.

I am having very good experience in handling all the Technical, Subcontractor and Vendor documents and to assign the document number for them. I am having self-correspondence ability and I am self-motivated and I take initiative. Company can utilize me as a Document Controller or Secretary or both positions.

I was the Administrator of Aconex for our previous project and conduct Aconex training for the staff, Subcontractors, Consultants and Suppliers etc.

I used to create Aconex account / guest account for suppliers, subcontractors etc. I used to update the metadata in Aconex; I used to configure the forms and signature in aconex. I can export the documents / mail in excel (to prepare the report)

I also used to prepare the drawing and document register (by exporting the documents in excel sheet) I am very good in multiple file uploading and downloading. Apart from operating Aconex; I have very good experience in operating Claromentis, Build on Line, Primavera Contract Management, Project Wise and Focus Software. While working on Sheikh Zayed Desert Learning Centre Project, Ed. Zubin AG awarded with (ISO 9001:2008) and I was appreciated by our QMS Management Manager for my effort / co-operation to achieve this award for the company.

I am capable to work as a Senior Document Controller or Document Control Manager.

### PROJECT EXECUTED

**Project Name**

**NORM Handling Treatment & Disposal Project at SaAD  
Project Management Consultancy (PMC) Services  
TAJREER Project No. 5648 / Agreement No. 11-5648-01  
Rusala**

**Employer / Client**

I am under the sponsorship of Contractor (Intercon) but working for Mr.  
TAJREER and Mr. Tebodin / Billinger.

**Duration & Position**

19 April 2015 to Till Date  
Senior Document Controller for **NORM Handling Treatment & Disposal  
Project at SaAD  
Rusala.**

### Responsibilities

To receive the documents from the Contractor and to update and distribute the Engineering, Vendor and Subcontractor's documents

To update Document and Letter Register and to circulate to the concerned staff.

To prepare the letters as a reply of all the Engineering, Subcontractor and Vendor Documents and to submit to the Contractor and distribute to the concerned staff / parties.

To Upload and download all the documents from Webtop

To make sure that each and every documents / drawings is available in Webtop, Server and as a hard copy for easy access.

To prepare and update the letter register and to notify the concerned persons.

# Curriculum Vitae For Document Controller

**Jianjun Gao**



## **Curriculum Vitae For Document Controller:**

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## **Table of Contents Curriculum Vitae For Document Controller**

1. Understanding the eBook Curriculum Vitae For Document Controller
  - The Rise of Digital Reading Curriculum Vitae For Document Controller
  - Advantages of eBooks Over Traditional Books
2. Identifying Curriculum Vitae For Document Controller
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Curriculum Vitae For Document Controller
  - User-Friendly Interface
4. Exploring eBook Recommendations from Curriculum Vitae For Document Controller
  - Personalized Recommendations
  - Curriculum Vitae For Document Controller User Reviews and Ratings
  - Curriculum Vitae For Document Controller and Bestseller Lists
5. Accessing Curriculum Vitae For Document Controller Free and Paid eBooks
  - Curriculum Vitae For Document Controller Public Domain eBooks
  - Curriculum Vitae For Document Controller eBook Subscription Services
  - Curriculum Vitae For Document Controller Budget-Friendly Options

6. Navigating Curriculum Vitae For Document Controller eBook Formats
  - ePub, PDF, MOBI, and More
  - Curriculum Vitae For Document Controller Compatibility with Devices
  - Curriculum Vitae For Document Controller Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Curriculum Vitae For Document Controller
  - Highlighting and Note-Taking Curriculum Vitae For Document Controller
  - Interactive Elements Curriculum Vitae For Document Controller
8. Staying Engaged with Curriculum Vitae For Document Controller
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Curriculum Vitae For Document Controller
9. Balancing eBooks and Physical Books Curriculum Vitae For Document Controller
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Curriculum Vitae For Document Controller
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Curriculum Vitae For Document Controller
  - Setting Reading Goals Curriculum Vitae For Document Controller
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Curriculum Vitae For Document Controller
  - Fact-Checking eBook Content of Curriculum Vitae For Document Controller
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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