

SYED ALI

Document Controller - Middlesbrough, United Kingdom

W: <http://www.worky.com/syed-ali>

SYED ALI's Education and Qualifications

Second Level -

SYED ALI's Professional Experience

2013 - Present

WorleyParsons - Document Controller

Experienced document Controller / Archivist with expertise in the control of project documents in physical and electronic formats; proven track record of archiving – organising and documenting existing filing formats into electronic formats; supportive team member, able to work independently, using initiative in a fast moving and constantly changing environment.. Using Sharepoint to process all incoming and outgoing project critical documentation, Keep track of all documents correspondences and transaction

2011 - 2013

Dong Energy - Document Controller

Scanned business and project reports for managers across 8 UK sites; input information onto company database which resulted in up to date business information available for clients and project managers.

Archived all physical records from UK and Danish sites in company central location; acted as security and central provider of information for company.

Collected and collated documentation from sites and input onto company management database; Using of ProArc and DongArc System, all physical records kept in a controlled and retrievable way. Created and maintained an excel spreadsheet to record all company documents (c3000 in 10 months) which resulted in a record of where all company documents were kept in the UK.

Created an index and archive system; implemented and trained colleagues (c18 in Denmark, 6 in UK) and provided on-going support to ensure potential of system maximized

Acted as first point of contact for UK sites with regards to document requests; produced duplicate records using electronic copiers from master documents; maintained integrity of company information.

Wrote archiving procedure and delivery of records to inform colleagues of correct use of storage of records in compliance with records management group.

Key Skills

Communication, written and oral, • Accurate and thorough, with good attention to detail, • IT Literate: Microsoft Office, Word, Excel, PowerPoint, Electronic Database and Archiving systems, • Planning, organising and prioritising, meeting project deadlines, • Using of ProArc system.
