[YOUR FULL NAME]

Document Controller

[City], UAE | +971 5X XXX XXXX | name@email.com | linkedin.com/in/yourname
Visa status: [e.g. Residence visa, transferable] | Notice period: [Immediate / 30 days]

PROFESSIONAL SUMMARY

Document controller with [X] years on [construction / oil and gas / fit-out / infrastructure] projects in the UAE. Manages drawings, transmittals, RFIs and submittals in [Aconex / SharePoint / EDMS name], with accurate registers and fast turnaround.

KEY SKILLS

Document registers • Transmittals • RFIs and submittals • Drawing revisions • [Aconex / SharePoint / EDMS] • ISO 9001 document control • MS Excel

WORK EXPERIENCE

[Document Controller] | [Company], [Project name], [City, UAE] [Mon YYYY] – Present

- [Managed X+ drawings and documents across X disciplines with zero lost revisions.]
- [Issued X transmittals a week and tracked consultant responses within X days.]
- [Set up the document numbering system / archive for a X-person project team.]

[Document Controller / Admin Assistant] | [Company], [City] [Mon YYYY] – [Mon YYYY]

- [Responsibility + result.]

EDUCATION AND CERTIFICATIONS

[Degree or diploma] | [Institution], [Country] [YYYY]

- [Aconex / ISO 9001 awareness / records management course], [YYYY]

LANGUAGES

English – [Fluent] | Arabic – [Level] | [Language] – [Native]