



GANGA TIMSINA

DOCUMENT CONTROLLER

Doha, DA 37586, Doha, DA 37586, Qatar

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gangatimsina169@gmail.com

ABOUT ME

Hardworking Document Controller with immense experience in field and ready for challenging assignments. Reliable in completing quality work and exceeding expectations. Computer-savvy and willing to learn to handle diverse office needs. Excels under pressure and flexes easily with changing demands. Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

EDUCATION

1ST YEAR

SLC-Shri Adarsha Madhyamik Vidyalaya / Jayapur, Jhapa, Nepal /

N/A

SKILLS

PROFICIENT MANAGEMENT SKILLS

WRITTEN AND VERBAL COMMUNICATION SKILLS

GOOD INTERPERSONAL SKILLS

ENTHUSIASTIC AND GOAL ORIENTED

RECORDS MAINTENANCE

REPORTING CAPABILITIES

ARCHIVING SKILLS

DOCUMENT CONTROL

RELIABLE & TRUSTWORTHY

LANGUAGES

ENGLISH

PERSONAL DETAILS

Date of birth
12 Aug 1987

Nationality
Nepali

Visa status
Residential Permit

Marital status
Married

DRIVING LICENSE

Driving license category
Light License

WORK EXPERIENCE

OILFIELD PROJECT DEVELOPMENT CO. WLL

Doha
Jan 2015 - Present

Document Controller

- Managed document processes through scanning, filing and transmitting while following all standard procedures.
- Organized, maintained and safeguarded files and databases.
- Reviewed and verified project documents for completeness, format and compliance with contract requirements.
- Maintained database containing purchasing, suppliers and personnel information.
- Performed file backup to properly store and archive electronic registers.
- Evaluated various forms of documentation and reports for accuracy and completeness, identified deficiencies and advised on appropriate corrective measures to improve information details or processes.

PRO ASSISTANT - 2015 - 2018 OILFIELD PROJECT DEVELOPMENT CO. WLL

Doha
Jan 2012 - Present

Messenger Clerk

- Delivered prompt, accurate and excellent customer service.
- Coordinated parcel delivery using strong time management skills.
- Documented pickups and deliveries and submitted reports after shift.
- Quickly responded to customer inquiries to improve business relationships.
- Answered shipment and delivery questions concerning estimated times of arrival.
- Reported issues to supervisors resulting in increased customer satisfaction.
- Sorted parcels according to delivery route.
- Communicated customer complaints, requests and feedback to company management.
- Obtained official signatures and required payments for different types of deliveries.
- Documented items transported, recipient information and problems.
- Collected and distributed records between personnel and outside stakeholders.

OTS CLEANING, TESTING & SERVICES CO WLL

Doha
Mar 2008 - Present

Housekeeping Supervisor

- Supervised and supported housekeeping personnel to maximize quality of service and performance.
- Verified each completed room against standard plans to maintain consistency.
- Stocked room attendant carts with supplies to keep carts organized and clean.
- Created schedules, shift reports and other business documentation to coordinate housekeeping needs.
- Inventoried incoming supplies and placed items in stock for use by personnel.
- Prepared work schedules for associates to promote proper staffing levels.
- Checked inventory for required supplies and made lists for needed cleaning products.
- Delegated work to staff, setting priorities and goals.