

Tejas Thakkar

Document Controller

P. +91 98985 34609 | E. tejasthakkar103@gmail.com | A. Rajkot, Gujarat, India

Summary

Orderly professional with 7 years of experience supporting various production progress. Gifted at coordinating data, preparing reports. Team-oriented with ability to collaborate with all employees from business leaders to data operators effectively.

Core Qualifications

- Detail oriented
- Ability to analyse data and come to conclusions
- Great time management skills
- Ability to follow procedures exactly
- Incredible organizational skills
- Microsoft office suite skills

Experience

Documentation Controller

Reliance Industries Ltd (Shree shidhivinayak consultancy)

March, 2021 – Present

Responsibilities:

- Controlling company and project documentation
- Ensure that all documents are up to date
- Conduct company audits to ensure documents are being followed
- Distribute project-related copies to internal teams
- Maintain confidentiality around sensitive information and terms of agreement
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals

Business Coordinator

Raj Enterprise Ltd

June, 2020 – Feb, 2021

Responsibilities:

- Coordinating and arranging client events, meetings, appointments, and conferences.
- Assisting with the preparation of presentations and pitches for prospective clients.
- Tracking submitted proposals and providing feedback to management.
- Providing effective administrative support.
- Maintain confidentiality around sensitive information and terms of agreement

Documentation Controller

Reliance Industries Ltd (Shree Enterprises Agency)

Sept, 2019 – March, 2020

Responsibilities:

- Maintaining data and analysing data push it to the cloud server through excel script.
- Created timetables and production commitments using data from sales forecasts.

Document Control Specialist

Relatents Technologies

March, 2018 – August, 2019

Responsibilities:

- Maintaining data and analysing data push it to the cloud server through excel script.
- Created timetables and production commitments using data from sales forecasts

Senior Data Analyst

Sky Software / Silicon Software

Nov, 2014 – March, 2018

Responsibilities:

- Corrected any data entry error to prevent later issues such as duplication or data degradation.
- Enters information daily into a database consisting of external and internal movement of inmates, job and housing assignments, Classification Team Assignments, inmate re-classification Score Sheets and Disciplinary Reports

Education

- Bachelor Of Engineering (CE)
- Diploma (CE)

Personal Info

- **Email** : tejasthakkar103@gmail.com
- **Phone** : +91 98985 34609
- **Birth Date** : 10th May 1990