

# MD. Zabiullah Khan

## Document Controller

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### Professional Summary

Document Controller with **2+ years of experience** in **ISO 9001:2015-compliant documentation**, version control, and digital archiving. Skilled in **audit support, engineering and contract documentation, and cross-team coordination**. Proficient in **MS Office and document management tools**. Open to opportunities in **India and abroad**.

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### Work Experience

#### Pankaj Steel Furniture Works – Bihar

Document Controller | July 2022 – Present

- Maintained structured **document control systems** for engineering and contractual files.
- Ensured compliance with **ISO 9001:2015 standards** through version control and accurate indexing.
- Handled technical documents, drawings, purchase orders, and **QA/QC records**.
- Coordinated with project teams and vendors for timely submission and approval of documents.
- Supported internal and external audits with organized filing and reporting.
- Digitized and archived company records, improving **retrieval efficiency by 50%**.

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### Key Skills

- Document Management Systems (**Aconex, SharePoint, EDMS**)
- **ISO 9001:2015 Compliance** & document control procedures
- Records & Filing Management (**Version Control, Indexing, Archiving**)
- **Audit preparation & reporting**
- MS Office (**Excel, Word, Outlook, PowerPoint**)
- Communication & coordination across departments and vendors
- Attention to detail & accuracy in document handling

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### Education

- J S University, Sikohabad, U.P. - B.Sc (March 2024)
- M. P. College, Arakpur, Siwan - 12th (March 2021)
- Islamiya Urdu Academy +2, Mirganj, Gopalganj - 10th (March 2018)

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### Certifications

ISO 9001:2015 - Quality Asia

[Leadership Skills - IIM Ahmedabad](#) - Coursera

[HRCI Human Resource Associate Certificate](#) - Coursera

[Generative AI for HR Professionals](#) - Coursera

[Diploma in Fire & Industrial Safety Management \(911028010704\)](#) - Hitech Computer Education

[Advance Diploma in Computer Application \(911028013231\)](#) - Hitech Computer Education

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### Technical Tools

- Document Control Systems (**ISO-based filing, version control, archiving**)
- Software: MS Office (**Word, Excel, Outlook, PowerPoint, Access**)
- Design & Reporting (**Adobe Photoshop, CorelDRAW, PageMaker**)
- IT Fundamentals (**Networking, System Maintenance, Multimedia**)

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### Personal Details

Name : MD ZABIULLAH KHAN  
Father : MD JAINUL HAQUE KHAN  
Date Of Birth : 04/10/2003  
Gender : MALE  
Marital Status : UNMARRIED  
Religion/ Nationality : INDIAN/ISLAM  
Language Known : ENGLISH, HINDI, URDU & LOCAL LANGUAGE

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### Passport Details

Passport Number : X7048731  
Name : MD ZABIULLAH KHAN  
Place Of Issue : PATNA  
Date Of Issue : 10/05/2023  
Date Of Expiry : 09/05/2033

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### Achievements

Achieved zero non-conformities during ISO audit.  
Reduced document retrieval time by 50% by digitizing records.  
Improved compliance reporting accuracy by 20% through structured filing.  
Supported smooth handover of technical documents for projects.

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### Declaration

I hereby declare that all the information provided above is **true and correct to the best of my knowledge**.

Signature:  
**MD ZABIULLAH KHAN**