

PERSONAL DETAILS

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EDUCATIONAL BACKGROUND:

- National Technical University «Kharkiv Polytechnic Institute»: Master of Transport engineering, Specialization: Electrical transport
- National Technical University «Kharkiv Polytechnic Institute»: Bachelor of Arts in electrical engineering

TECHNICAL SKILLS: MS Office, MS Project, ViewPoint, SharePoint, JavaScript

LANGUAGES:

English	Upper-Intermediate (B2)
Ukrainian	Native
Russian	Native

SUMMARY:

- / Document controller with vast experience in renewable energy projects, as well as in the state-owned company "Ukrainian Railways". Successful experience in various document management systems, the creation of their structure and configuration. Productive interaction with contractors for the provision of project documentation, its execution in accordance with the customer's requirements. Negotiations and reminders in case of delay in the submission of project documentation. Training of internal and involved personnel in the functionality of the EDMS system. Permanent monitoring of progress and report leading.

PROFESSIONAL SUMMARY

03/'21 – TODAY [NBT Ukraine](#), Kiev, Ukraine: Document controller.

Preparation of the Electronic Document Management System structure, functionality set up for the work of internal staff and contractors. Establishing the process of transferring hard and softcopies of design / as-built documentation between the contractor / subcontractor and the customer.

Conducting meetings to work with DMS system for involved personal / company new commers.

Preparation and organization of storage space for design and as-built documentation.

Ongoing assistance to the contractor in working with the EMD system, as well as negotiating overdue documentation, and ways to eliminate them.

Constant monitoring of the uploaded project documentation into the system, maintaining statistics and a list of all currently loaded documents.

System adaptation to the needs of the financial department - implementation the process of invoice validation.

05/'19 – 03/'20 [Scatec Solar LLC](#) Kiev, Ukraine: Document controller

Worked as document controller in parallel on 3 photovoltaic wind power plants with 140 MW approximate capacity.

Organization and optimization of documents exchange (project and executive) from the contractor (sub-contractor) to the customer at all stages (IFR, IFC, As built) via SharePoint. Creation of approval/distribution matrix for all project documents delivered by suppliers.

Provision of progress reports of Stage P, Stage R and detailed design related documents. Inbound/outbound correspondence processing.

Managing and maintaining all controlled company documents ensuring their accuracy, quality and integrity.

04/'16 – 05/'19 [Ukrainian railways](#), Odessa/Donetsk, Ukraine: Document controller

Processing of all technical documentation with its further entry into EDMS (Electronic Document Management System).

Maintaining operations hardcopy documents and submission upon request. Provision of guidelines for local staff regarding basic principles of EDMS.

Preparation of reports (weekly and monthly operations progress). Negotiating with suppliers regarding technical and quality documentation.

06/'13 – 04/'16 [Ukrainian Railways](#), Debaltsevo, Ukraine: Local document controller

Maintenance of high-voltage network at the power supply division (about 240km of overhead system + 8 substations on the line).

Performance of planned and unplanned repairs of traction substations, contact network partition post etc.

Accounting of all relevant technical documentation, such as schemes, draws, plans. Copying, scanning and storing documents.

Confirmation that handover of spare parts list and material to Operation & Maintenance team is done. Maintaining a schedule of annual repair facilities. Preparation of reports (weekly and monthly work done).

TRAININGS RECEIVED

09/'21 – TODAY [Study.ua](#) – English courses, upper-intermediate level

03/'20 – 11/'20 [Hillel](#) - learning JavaScript programming language with all related technologies

09/'19 – 02/'20 [«YAPPI» BUSINESS ENGLISH SCHOOL](#) – Intermediate level