

Roma Saha



Contact

Address: 144, PARVARTIYA COLONY
N.I.T. Faridabad

Phone:
+91 8076922207

Email:
romasaha09@gmail.com

LinkedIn:
[linkedin.com/in/roma-saha-362162a1](https://www.linkedin.com/in/roma-saha-362162a1)

Languages

Hindi
English
Bengali

Hobbies

- Writing
- Reading
- Photography
- Travelling

Education

Bachelor of Science: **Computer Information Systems** - 2014
Rohtak University, Faridabad

Certifications

Advance diploma of Software Engineering (certificate):
Programming Languages: **JavaScript, HTML, PHP, CSS, SQL, MySQL.**

Highlights of Qualifications:

Good expertise in handling MS office, EXCEL

Strong knowledge of office administration

Superior social and interpersonal skills

Summary

Accomplished administrative professional with five years of progressive responsibilities and experience. Capable of handling a wide range of administrative functions, while consistently producing top-quality work.

Skill Highlights

- **Records and database management.**
- **Strong decision maker**
- **Complex problem solver**
- **Creative design**
- **Innovative**
- **Service-focused**

Experience

Document Controller - 06/2019 to still

True Forge PVT LTD , Faridabad Sector-25

- Responsible for examining documents such as blueprints, drawings, change orders, and specifications to verify completeness and accuracy of data.
- Prepare, file, and distribute all project documentation/drawings and correspondence for EPC groups (engineering, procurement, construction)
- Review contracts to determine documentation required for each phase of project.
- Monitor due dates for drawings, specifications, software, technical manuals, and other documents
- Copy or fax materials; organize, maintain, and safeguard files and databases.
- Monitors status of project to ensure documentation is submitted according to schedule.
- Reviews and verifies project documents for completeness, format, and compliance with contract requirements.
- Submits project documentation to management for approval, and transmits approved documents to customer.

Document Controller - 04/2016 to still 05/2019

Siddharth & Gautam ENGINEERS PVT LTD , NH-02 Faridabad

- Handling incoming calls and other communications.
- Managing filing system.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases

Salary Expected : Above 25k