

Gaurav Dattatray Potdar
Document Controller Executive | Mumbai, India

BASIC INFORMATION

Experience in:	Construction/Pharmaceuticals Industry
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Language:	English, Hindi, Marathi, and Gujarati.
Address:	Mumbai, Maharashtra, India

CAREER CONTOUR

I am unwavering, meticulous, and highly competent in the **Construction/Pharmaceuticals Industry**. I have a consistent record of delivering results-driven work with a proven ability to implement my projects in an organized manner, spanning **15+ years** of my successful career.

My expertise: - **Construction/Pharmaceuticals Industry – Document Control, Project Documentation, Purchase Administration, Billing Coordination, Drawing Management, Stakeholder Coordination, Operational Efficiency, Vendor Management, Material Procurement, Budget Tracking, Resource Allocation, Process Optimization, Advanced Excel Reporting, Project Coordination**. I have in-depth knowledge of all the ethics of management. I possess effective communication skills and am a team player with strong organizational, Logical, and Problem-Solving Abilities.

I have extensive experience working with large-scale organizations, such as **CtrlS Datacenter Pvt. Ltd.** I am well-versed in skills including analysis, problem-solving, and coordination, which have contributed to my success and dedication. Strong influencing and negotiation skills coupled with a proven ability to think in and out of the box, generating new solutions.

I have commenced my profession as an **Executive** and risen myself as **Document Controller Executive** in a reputable company. I would like to see myself growing with the passing years of hard work and dedication. I have been awarded many accolades for my result-oriented hard work.

Armed with a multitude of competencies and work experiences, I am confident to carry forward any organization's vision & objectives with sufficient ease and dedication to my job responsibility.

EXPERIENCE

Aug 2025 – Present | CtrlS Datacenter Pvt. Ltd. | Document Controller Executive | Navi Mumbai

Responsibility: -

- Preparing Pre-Certification of Bills and Certification of Payment (COP) against invoices.
- Maintaining architectural, structural, and services drawings with standardized numbering formats.
- Tracking RFIs, CRF forms, work orders, and daily labor reports.
- Managing excavation records and scanned copies of contracts, BGs, and invoices.
- Capturing site progress photos and maintaining documentation records.
- Supporting planning teams with accurate project progress updates.
- Assisting task allocation and monitoring project timelines.
- Maintaining strong client and stakeholder relationships through timely communication.

Key Highlights:

- Implemented cost-saving initiatives improving operational efficiency.
- Enhanced documentation processes reducing turnaround time.
- Strengthened vendor and stakeholder coordination improving project delivery.
- Supported documentation workflow overhaul improving data accuracy.

Jan 2024 – Jul 2025 | Vishal Associates | Document Controller Executive | Mumbai**Responsibility: -**

- Preparing COP documents and handling billing documentation workflows.
- Maintaining and distributing project drawings and transmittals.
- Managing RFIs, CRF forms, work orders, and daily site reports.
- Monitoring site progress and providing documentation support for planning.
- Transitioned from admin roles into project and document management responsibilities.
- Supporting team coordination and monitoring task allocation.

Jul 2010 – Dec 2023 | Kumar Process Cons. & Chem. Pvt. Ltd. | Admin & Purchase Executive**Responsibility: -**

- Processing inward/outward bills for purchase and sales activities.
- Managing accounting operations including AP, payments, and budgeting.
- Maintaining customer relationships and handling operational queries.
- Coordinating vendor negotiations, documentation, and dispatch processes.
- Allocating tasks and monitoring operational workflow compliance.

Highlights:

- Implemented cost-saving initiatives reducing operational expenses.
- Improved documentation workflow for pharmaceutical dispatch operations.
- Successfully navigated financial audits ensuring regulatory compliance.
- Introduced customer feedback systems improving satisfaction scores.
- Played a key role in documentation process transformation reducing errors.

May 2007 – Jun 2010 | H.K. Exports Pvt. Ltd. | Admin & Purchase Executive**Responsibility: -**

- Maintaining purchase and sales accounts including opening and closing balances.
- Processing inward/outward bills and coordinating customer communications.
- Managing general accounting operations and payment tracking.
- Supporting project timelines through structured administrative coordination.

ACHIEVEMENTS

- Nearly 20 years of experience across document control, purchase, and project administration.
- Successfully improved documentation workflows and operational efficiency.
- Implemented cost-saving and process optimization initiatives.
- Played key roles in project coordination and cross-functional collaboration.

ACADEMIC FORTE

- Diploma in Civil Engineering in 2025.
- MBA – Project Management (2024) – Dr. D.Y. Patil University, Pune.
- M.Com (Part I) – 2010 – Mumbai University.
- B.Com – 2009 – Mumbai University.
- PG Diploma – International Trade (2005) – EXIM Institute, Mumbai.

Training & Certifications:

- Advanced Excel & Document Management Systems Training
- Project Planning & Scheduling – MS Project
- ERP & SAP System Exposure
- Administrative and Logistics Executive
- Document Management using InAxus, Myshift, E-zone software

TECHNICAL PROFICIENCY

Well-versed with

- **Tools & Systems:** Aconex, SAP, InAxus, MyShift, E-Zone, Tally
- **Planning & Reporting:** MS Project, Advanced Excel, MS Office
- **Operating Systems:** Windows XP / 2007 / 2010
- **ERP & Document Systems:** Document Management Systems, SAP/ERP

Advice for Contacting: I'm always open to conversation, networking with like-minded professionals, or discussing future prospects. Connect with me on LinkedIn or contact me at gauravpotdar8259@gmail.com