

TAIMOOR TARIQ RAJPOOT

SENIOR DOCUMENT CONTROLLER | DIGITAL OPERATIONS & DATA AUDIT SPECIALIST

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SUMMARY OF QUALIFICATIONS

Results-driven **Senior Document Controller** and **Digital Operations Specialist** with over 3.5 years of experience leading Electronic Document Management Systems (EDMS), high-volume financial and data auditing, and digital operations across contracting, engineering, and multi-entity project environments. Demonstrated expertise managing full document lifecycles—processing 20–25 daily technical submittals, Purchase Orders (POs), and vendor invoice reconciliations using SAP and Zoho Books. Certified across advanced Data Analytics (IBM), AI Systems Engineering (Claude Academy), Network OS Infrastructure (NVIDIA SONiC), and Safety Compliance (IOSH, OSHA). Expert in establishing audit-ready version control protocols and streamlining cross-functional stakeholder communications.

CORE COMPETENCIES & TECHNICAL SKILLS

Document & Data Control:	Submittal Lifecycles, EDMS, Purchase Order (PO) Processing, Vendor Invoice Reconciliation, Data Auditing, Version Control, Compliance Records
Enterprise ERP & Systems:	SAP (Expert), Zoho Books (Expert), Linux CLI, Network OS Installation, Boot Management, Network Routing
Digital Operations & Support:	Website Administration (Wix/Namecheap), Graphic Design, Brand & UI/UX Strategy, Executive Email Management, Multi-Channel Client Support
Data Analytics & Visualization:	Big Data Analytics, Data Literacy, Data Science Fundamentals, Data Visualization, Tableau
AI & Context Engineering:	Claude Code Automation, Context & Session Management, Custom Skill Development, Instruction Surface Engineering, CI/CD, Managed Code Review

PROFESSIONAL EXPERIENCE

Time-Solution General Contracting Est.
Aug 2024 – May 2026

Document Controller & Digital Operations Specialist

- Managed complete lifecycle distribution, archiving, and audit readiness for 20–25 high-priority technical, financial, and administrative submittal files daily.
- Executed end-to-end processing and cross-verification of Purchase Orders (POs), delivery notes, and vendor invoices across enterprise SAP and Zoho Books environments.
- Directed website maintenance and domain operations via Wix and Namecheap, alongside creating corporate graphic design collaterals and marketing assets.
- Handled executive inter-company email management and multi-channel customer support, resolving operational inquiries and vendor escalations promptly.

Fwaj Construction Company
Aug 2022 – Jul 2024

Audit & Data Manager

- Spearheaded data audit routines, invoice-to-PO reconciliations, and vendor verification for large-scale construction operations.
- Systemized high-speed document retrieval structures and email tracking protocols, maintaining 20+ active daily project archives without bottlenecks.
- Supported internal customer support workflows and maintained communication channels between field teams, project management, and vendors.

CERTIFICATIONS & TECHNICAL CREDENTIALS

Claude Code in Action — Claude Academy Issued Nov 2026
Credential ID: `853ea8fc91ca8acba55e8fc10c2a3bd2`
Skills: Context & Session Management, Proactive Planning & Scoping, Context Compaction, Session Traversal (Rewinding), Instruction Surface Engineering, Custom Skill Development, Permission Mapping, Lifecycle Hooks, Headless Execution, Routine Scheduling, CI/CD, Managed Code Review, Proportional Verification, Test-Gated Progress, Plugin Packaging

Getting Started with Data — IBM Issued Nov 2026
Credential: **Credly Verified Badge**
Skills: Big Data, Data Analysis, Data Analytics, Data Literacy, Data Science, Data Visualization, Tableau

SONiC Essentials — NVIDIA Issued Nov 2026
Credential ID: 339195125584211638335472 2
Skills: Decoupling Hardware & Software, Microservices, Network OS Installation, Boot Management, Virtual Testing via NVIDIA Air, CLI, Essential Network Routing

Introduction to Generative AI — Google Issued Nov 2026
Credential ID: 29493509
Skills: Generative AI Definition & Fundamentals, AI/ML Landscape Positioning, Generative Model Types & Applications, Core Terminology, Google Cloud & AI Tools Overview

CS50: Introduction to Computer Science — Harvard University (Online) In Progress
Focus: Foundational Computer Science, Algorithms, Data Structures, and Software Development

Prompt Engineering for AI Systems — 1 Million Prompters Issued 2026
Focus: Advanced Prompt Design, Context Window Optimization, and System Instruction Architectures

OSHA 30-Hour General Industry Certification — IBSP Issued 2025
Focus: General Industry Safety Standards, Risk Assessment, and Hazard Control

IOSH Approved Managing Safely — Institution of Occupational Safety and Health (IOSH) Issued 2025
Focus: Safety Management Systems, Operational Risk Evaluation, and Environmental Health & Safety Compliance

Ongoing Technical Studies — FreeCodeCamp & Google Continuous
Focus: Python Programming & Machine Learning Specialization

EDUCATION

Higher Secondary School Certificate (FSc Pre-Engineering)
Model School Sindh University, Hyderabad
May 2022 – May 2023

LANGUAGES

- **English:** Fluent
- **Urdu:** Native
- **Punjabi:** Native
- **Arabic:** Intermediate