



**CERTIFIED DOCUMENT  
CONTROLLER**



## CERTIFIED DOCUMENT CONTROLLER

Document Control has become a very highly demanded profession over the past few years. Employers are constantly looking for candidates qualified as document controllers, but there are very few people with formal document control education.

### COURSE COVERAGE

- Roles and responsibilities of DC
- Document Numbering
- Document Filing
- Benefits of Document Control
- Document Distribution
- Document Registration
- Project Documents
- Lifecycle of Documents
- Planning DC tasks
- Workload calculation
- Tasks allocation
- Project hand over documentation
- Preparation of DC Procedures
- Implementation of EDMS (Electronic Document Management System)
- Reporting
- Retrieving and archiving Documents
- Project Mail and User Preferences
- Interaction with Project teams
- Document controlling in different industries
- Practical assignments
- Doubt clearing
- Introduction of a DC software

Duration: 12 hours including practical



## ABOUT US

Your Own Institute of Training and Professional Development is established in 2021 with the approval from DED and KHDA- Dubai.

A set of experienced Educational Experts, world class Trainers and Professional consultants who know the need and pulse of the working force, are behind this venture. This Institute is developed after going through immense market survey from the working force and the Corporates. We collected feedback from them and realised what they want exactly to upgrade in their professional career.

As the name suggests it is 'YOUR OWN INSTITUTE'. We are committed to 100% Customer happiness. Excellent consultation, career counselling based on TNA and world class training are our highlight.

We at YOI, offer you a wide range of Professional courses. Whichever field you are working, we have a course for your Professional Development. We provide complete exam preparation for Professional courses like ACCA, CIMA, CMA, CPA, CIA, CFE, CAMS, IATA courses, international HR Certifications,

PMP, Six Sigma, FIDIC, NCMA certified Contract Management Courses, IFMA certified Facility Management courses and many more. Besides these, we have KHDA certificate programs on Airline and travels, Accounting and finance, Engineering, IT, Languages, Logistic and Supply chain and courses related to Management. All these courses are approved globally and attracts employment opportunities from Multinational companies.

We at Your Own Institute also provide excellent coaching and training for the Corporates. We have a team of Professionals who can create tailor-made and customized programs for you in a very affordable budget. We guarantee your satisfaction as an end result. We also offer you one day and two-days workshops to upgrade the skills of your employees.

We are offering both Online and on-site classes. We are open to conduct the classes at our premises, your company premises, Hotels or any venue according to your convenience. We guarantee on quality and satisfaction on every situation.



**+971 4 223 5818**



**+971 56 688 0113**

# 304, Al Safa-C Building, Next to Max Fashions, Burjuman Metro Station Exit 1,  
Khalid Bin Al Waleed Road, Bur Dubai - United Arab Emirates

**E-mail: [contact@yourowninstitute.com](mailto:contact@yourowninstitute.com) | [www.yourowninstitute.com](http://www.yourowninstitute.com)**