



Sait Faik Bescanlar

With a career spanning over two decades, I initiated my journey in 1998 as a content editor for www.arabul.com. Throughout the years, I have amassed extensive expertise in architecting bespoke enterprise software systems for private organizations. I have actively engaged in diverse projects, serving as an independent software developer, spearheading the DCC for the prestigious Marmaray Project and TANAP Project. Notably, I spearheaded the creation of an exclusive electronic record management system for the musical works of famous singer-songwriter **Sezen Aksu**, an unparalleled achievement within Turkey. My focus lies in offering top-notch document and data management solutions, particularly within the construction-based sectors and other industries. Presently, I am diligently contributing to the success of Intec Energy Solutions as the esteemed Document Control Manager.



Personal Information

Date of birth: 05.01.1976 **Nationality:** Turkish **Address:** Ankara, Türkiye
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Work Experience

Document Controller Schlumberger

01/2022 – 01/2024 FİLYOS, ZONGULDAK, TÜRKİYE

- Demonstrated exemplary coordination skills as the Site Document Controller for the esteemed "Sakarya Gas Field Development" project, ensuring seamless collaboration between the client and primary subcontractor, "Ronesans."
- Employed meticulous organizational abilities to curate and maintain a comprehensive database of project documents, ensuring accurate categorization and precise tracking of vital information.
- Implemented streamlined document control protocols to boost productivity and promote effortless retrieval of crucial project documentation.
- Fostered effective communication and harmonized workflows by closely collaborating with cross-functional teams, guaranteeing the timely and accurate distribution of documents.
- Conducted regular audits and quality checks to ensure adherence to project specifications and regulatory standards, significantly contributing to the overall success of the project.
- Exhibited exceptional customer service skills and keen attention to detail by promptly addressing document queries and requests.
- Proactively identified opportunities for enhancing the document control process, devising and implementing innovative solutions to optimize efficiency and effectiveness.
- **Developed a user-friendly Power BI interface for seamless access to project documents within the company.**
- **Expertly managed project correspondence on SharePoint, creating lists and efficiently organizing information.**

Document Control & IT Expert KSE Mining Co.

11/2020 – 12/2021 ANKARA, TÜRKİYE

- Spearheaded the establishment of a robust Microsoft working environment and streamlined document management processes for a recently established mining company.
- Effectively implemented document control strategies to ensure the seamless organization and accessibility of critical information.
- Collaborated with cross-functional teams to design and deploy an efficient document management system, enhancing productivity and reducing operational costs.
- Proficiently trained employees in utilizing Microsoft tools and document control procedures, fostering a technologically proficient workforce.
- Leveraged expertise in IT systems to troubleshoot and resolve technical issues, enabling uninterrupted workflow and mitigating potential downtime risks.



Work Experience

Senior Document Controller Petrofac

06/2018 – 01/2020 KİYIKÖY, TÜRKİYE

- Oversaw documentation management for the “TurkStream Gas Receiving Terminal” Project in the oil and gas industry as a senior document controller.
- Efficiently managed the flow of documents between the client "SouthStream", the company, and the main subcontractor "Tekfen".
- Implemented effective strategies to ensure seamless coordination and organization of project-related documentation.
- Demonstrated exceptional attention to detail while reviewing and updating various types of documents.
- Collaborated closely with cross-functional teams to ensure accuracy and timely delivery of crucial project documentation.
- Utilized advanced document control systems to track and manage the entire document lifecycle.
- Conducted regular quality checks to guarantee compliance with project requirements and industry standards.
- Served as a key point of contact for all document-related queries and provided prompt resolutions.

Document Control Manager Sicim-Yüksel-Akkord JV

04/2015 – 03/2018 ANKARA, TÜRKİYE

- Led and supervised a team of two personnel at Sicim-Yuksel-Akkord JV on the TANAP - Trans Anatolian Pipeline Project, stationed at the Ankara headquarters.
- Oversaw and maintained document control operations with utmost precision and efficiency.
- Successfully coordinated and managed the document control activities for two distinct construction sites and the headquarters.
- Implemented and enforced standardized document control procedures and protocols to ensure seamless workflow and compliance with project requirements.
- Collaborated with various stakeholders, including project managers and engineers, to ensure accurate and timely document processing and distribution.
- Facilitated seamless communication and information flow between project teams and departments, fostering optimal collaboration.
- Consistently maintained strict confidentiality and security of sensitive project documents and information.

Document Control Specialist Treysan Prefabricated

07/2014 – 04/2015 ANKARA, TÜRKİYE

- Served as Document Controller for Project TANAP (Trans Anatolian Pipeline Project Main Camps and Storage Yards Construction) with TANAP as the client and EPCM - WorleyParsons as the main contractor.
- Demonstrated expertise in collecting documents from various sources, including Treysan Engineering Team, TANAP Project Team, and Design Company.
- Meticulously reviewed and verified documents to ensure compliance with employer's requirements.
- Efficiently managed the sending and receiving of all project documents, such as engineering documents, daily reports, and correspondence.
- Maintained comprehensive records of all documents and developed index documents using tools like Excel and web pages for streamlined accessibility.
- Provided vital support to project management, project workers, and the four construction sites by promptly fulfilling information requests.
- Actively participated in meetings to document important details and share pertinent information.
- Assumed responsibility for distributing all documents to the appropriate recipients based on their specific requirements.

Programmer for Document Control System Bir Engineering

01/2013 – 06/2013 ANKARA, TÜRKİYE

- Developed an innovative online Document Control System for Bir Engineering, a



Work Experience

distinguished construction consulting and design company.

- Employed cutting-edge programming techniques to construct an efficient and user-friendly online Document Control System.
- Designed and implemented a robust database infrastructure to ensure seamless document management and control.
- Conducted comprehensive testing and debugging to deliver a flawless and reliable Drawings (Document) Control System.
- Provided training and technical support to end-users, ensuring seamless adoption and optimal utilization of the system.

Document Control Manager BM Holding

12/2011 – 12/2012 ANKARA, TÜRKIYE

- Successfully devised and executed a cutting-edge digital document management system, elevating the efficiency and accessibility of company-wide documentation.
- Spearheaded the development and implementation of a state-of-the-art digital document management system, streamlining document control processes across the organization.
- Played a pivotal role in designing and implementing an innovative digital document management system, optimizing the storage, retrieval, and tracking of crucial company documents.

Document Control Manager Peker Group

01/2011 – 12/2011 ANKARA, TÜRKIYE

- Developed and implemented a comprehensive document management system, ensuring efficient organization and accessibility of company records.
- Established and maintained an archive system, meticulously categorizing and indexing documents to facilitate swift retrieval and retrieval accuracy.
- Collaborated with cross-functional teams to streamline document control processes, enhancing overall operational efficiency.
- Trained and guided employees on proper document control procedures, fostering compliance with industry standards and regulations.

Library & Archive Specialist Yüksel Project International

01/2006 – 01/2010 ANKARA, TÜRKIYE

- Managed and ensured efficient operation of Yüksel Project's Private Library and Project Archives as a dedicated librarian and archiver.
- Expertly advised on the implementation of the newly developed ERP system for the IT department as a proficient Documentation and Information Specialist.
- Conducted thorough research and analysis to identify and acquire relevant resources, fostering a comprehensive and up-to-date library and archive collection.

Document Control Technician Avrasya Consult JV

01/2005 – 01/2006 İSTANBUL, TÜRKIYE

- Played a pivotal role as a Document Control Technician within the prestigious Marmaray Railway Project (Bosporus Crossing 1 Contract).
- Collaborated closely with cross-functional teams to facilitate seamless information flow, enhancing project efficiency.
- Maintained an up-to-date and comprehensive database of project documents, enabling effortless retrieval and accessibility.
- Provided proactive support in resolving document-related queries and issues, fostering a smooth project workflow.

Documentation Chief MESAM

04/2003 – 06/2004 İSTANBUL, TÜRKIYE

- Managed the documentation team at MESAM, the oldest Turkish musical work owners' society dedicated to protecting musical rights.
- Spearheaded the creation of a comprehensive and reliable source of information, ensuring accurate distribution of royalties.



Work Experience

- Implemented effective strategies to streamline the documentation process, resulting in increased efficiency and productivity.
- Collaborated with cross-functional teams to ensure seamless integration of documentation procedures across the organization.
- Demonstrated exceptional leadership abilities by guiding and motivating the documentation team to consistently meet deadlines and exceed expectations.



Education

Documentation & Information | Bachelor's degree Ankara University

01/1993 – 12/2000 ANKARA



Languages

English
Professional

Turkish
Native



Hobbies



Capturing 360 photo and video



Paintball as an international referee



Coding for every day needs



Playing guitar



Skills

- COMPUTER SKILLS (EXAMPLE)

Power BI

SharePoint

Web programming

Team Management

MS Office Suit

Windows OS

- GENERAL

Document management

Organization

Attention to detail

Communication skills



Strengths

Organized

Detail-oriented

Efficient

Reliable

Strong Communication

Technical Skills