

Muhammad Usman



Document Controller

Phone: +966-0574306645

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Address: HJH7+XRR, As Suwaidi Al Gharabi, Riyadh 12992, Saudi Arabia

Professional Summary

A dedicated and detail-oriented Document Controller with 4 years of experience managing documentation processes, ensuring compliance, and maintaining high standards of accuracy. Proficient in handling correspondence, employee records, duty schedules, and attendance management. Skilled in using tools like Aconex, ENCOMPASS, SharePoint, Outlook and MS Office to streamline workflows and enhance organizational efficiency.

Key Skills

- Advanced Document Management (Aconex, ENCOMPASS, SharePoint, Outlook, MS Office)
 - Correspondence Handling (Incoming/Outgoing Letters, RFI, IR, NCRs, Drawings)
 - Data Validation and Quality Assurance
 - Employee Records and HR Documentation
 - Shift Scheduling and Attendance Tracking
 - Report Generation and Data Analysis
 - Workflow Optimization and Process Improvement
 - Strong Communication and Team Collaboration
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Professional Experience

Document Controller

Webuild Company | Riyadh, Saudi Arabia

April 2024 – Present

- Proficiency with large-scale Document Control Management software (Aconex).
- Using Worley Parsons ENCOMPASS documentation system to upload project data.
- Registering all incoming and outgoing correspondences, RFI, shop Drawings, EDR Drawings & technical submittal manages and maintains log sheets.
- Responsible & prepare Outgoing letters to CWG, RMTC, & Subcontractor Control/Track/Issue of complete project documentation such as Incoming and Outgoing Letters.
- Helping all staff to searching the documents from ENCOMPASS like CRS, Shop drawings, EDR Drawings, Material Submittals, Method statements, Incoming and outgoing correspondences, IR, NCRs & etc.
- Extract report from EDMS.
- Upload and submit documents through Aconex.
- Archive documents using share-point and hard drive.
- Create document filing and organization system that are both effective and efficient
- Oversee documents through its entire lifecycle (inception to archival).
- Check and edit incoming documents and prepare for distribution.
- Collaborate and communicate with managers and project leaders look forward to hearing from you. Take charge of all documents identification, classification, and filing.
- Preparation, Submission and follow-up of Documents, samples related to consultants for their approval. Update drawings in accordance with drawings register.
- Ensure proper organization and security of documents (paper and electronic).
- Log document requests and help retrieve document as needed for employees.
- Make available, notify and distribute documents to relevant recipient

Data Quality Control

Accountancy Outsourcing Services (AOS) | Lahore, Pakistan

January 2023 – March 2024

- Supervised and coordinated a team of data entry operators to ensure accurate and timely data entry into company systems.
- Reviewed and audited the data entered by the team, ensuring accuracy, completeness, and consistency. Identified and corrected errors to maintain high-quality outputs.
- Performed detailed checks on data entries, validating their integrity and ensuring they met established guidelines and specifications.

- Provided feedback to data entry operators, addressing common mistakes and guiding them on how to improve data accuracy.
- Implemented quality control procedures to ensure that all data met company standards before submission. Conducted random checks and generated error reports.
- After completing data review and quality control processes, prepared finalized data for submission to supervisors for further analysis or approval.
- Worked closely with the team to develop best practices for data entry and quality control, ensuring continued efficiency and reducing error rates.

Document Controller/Administrator

THQ Hospital Bhera | Bhera, Pakistan

January 2020 – December 2022

- Managed onboarding and offboarding processes for hospital staff, ensuring all steps complied with organizational policies.
- Maintained and updated employee attendance records using biometric systems for accurate tracking.
- Entered employee data into centralized HR software for easy access and efficient record-keeping.
- Captured biometric data (e.g., fingerprints, retina scans) to ensure proper attendance management.
- Set up employee profiles, including job roles, department assignments, and shift preferences.
- Kept digital and physical copies of key employee documents such as identity proof, medical qualifications, and contracts.
- Ensured all onboarding forms, including confidentiality agreements and tax details, were signed and securely stored.
- Oversaw exit processes, ensuring all formalities like resignation letters, departmental clearances, and the return of hospital property (e.g., ID cards, uniforms, keys) were completed.

- Archived or deleted personal and attendance data for outgoing employees in accordance with company policies, ensuring legal and privacy compliance.
- Disabled biometric access for outgoing employees to prevent further attendance logging.
- Coordinated a team to open, review, and assign tasks based on incoming correspondence.
- Digitized incoming letters, scanning and attaching them to employee files or hospital departments for easy retrieval.
- Maintained a log of all outgoing letters for accurate record-keeping.
- Generated automated daily attendance reports, showing who clocked in, their shift times, and any missed punches.
- Designed and managed shift rosters for hospital staff, ensuring adequate coverage for morning, evening, and night shifts.
- Ensured fair shift rotations, considering employee preferences and compliance with labor laws regarding working hours, breaks, and overtime.
- Assigned employees to shifts based on role, seniority, and individual preferences.
- Monitored employee leave (sick, vacation, personal leave) and ensured the system accurately reflected absences.
- Generated leave balance reports to inform employees of their remaining leave entitlements.
- Prepared daily, weekly, and monthly attendance reports, as well as shift adherence and absenteeism reports.

EDUCATION

Bachelor of Science in Double Mathematics and Computer Science

University of Sargodha | Sargodha, Pakistan | 2024

- Relevant Coursework: Advanced Calculus, Database Systems, Numerical Methods, Linear Algebra, Differential Equations, Real Analysis, Numerical Analysis, Vector Calculus, Programming Fundamentals, Object-Oriented Programming, Data Structures and Algorithms, Operating Systems, Computer Networks

Intermediate in Computer Science (ICS)

Govt. Associate College Bhera | Bhera, Pakistan | 2022

- Relevant Coursework: Calculus, Algebra, Statistics, Probability, Linear Algebra, Programming (C++, Java), Data Structures, Operating Systems, Web Development, Database Management, Microeconomics, Macroeconomics, Financial Accounting, Economic Statistics, International Economics

Matriculation in Computer Science

Govt. High School Sargodha | Sargodha, Pakistan | 2020

Computer Applications Diploma

PBTE/TEVTA Training Institute | Bhera, Pakistan | 2019

Document Controller Certification

THQ Hospital Bhera | Bhera, Pakistan | 2022

CERTIFICATIONS

- **Digital Communication**
Academy Europe Open University (Online), Certificate of Completion | 2024
- **Webinar on the Impact of Climate Change and Heat Stress on Occupational Health and Safety**
Certificate of Attendance | April 2024

Interests

- Exploring document management systems and process optimization tools
- Reading professional books on organizational management and technology trends
- Traveling to experience diverse work cultures and enhance adaptability
- Playing cricket to develop teamwork and leadership skills

References

Available upon request.

No.SS. 0635911

Board of Intermediate & Secondary Education,

Roll No. 669367

Sargodha (Pakistan)

Reg No. 38401-1367709-9

Secondary School Certificate

Annual Examination 2020

SCIENCE GROUP



This is to certify that **MUHAMMAD USMAN**

Son of **MUHAMMAD RIAZ**

Whose date of birth as recorded in the admission form is **08/09/2001**

EIGHTH SEPTEMBER, TWO THOUSAND AND- ONE

of the **SARGODHA DISTRICT**

Has passed **XXXXXXX** the secondary school certificate, examination conducted

by the board in **FEBRUARY - MARCH 2020** obtaining **754** Marks,

out of **1100** has been placed in grade **"B"** **MARKS IMPROVED**

He has obtained the following marks in the subjects offered by Him

Sr. No.	Subject(s)	Marks	
		Maximum	Obtained
1	Urdu	150	95
2	English	150	66
3	Islamiyat Compulsory	100	84
4	Pakistan Studies	100	70
5	Mathematics	150	130
6	Physics	150	105
7	Chemistry	150	91
8	Computer Science	150	113



The marks awarded are the best prediction of the performance and has been awarded under COVID-19 Examination Policy, hence considered as valid and fair."

Declaration Date: 19/09/2020.

Secretary

Note: This certificate is issued without alteration/erasure.

Sr No. 540122



Roll No. 309838

PUNJAB BOARD OF TECHNICAL EDUCATION, LAHORE

Certified that *Mr./Ms.* MUHAMMAD USMAN son/daughter of MUHAMMAD RIAZ

Registration No. PBTE/TEVTA-12/2019/309838 of the GOVT. TECHNICAL TRAINING INSTITUTE, BHERA, SARGODHA

Under : TEVTA Short Course

has satisfactorily completed the 800 hours programme of Instructions and Practical Training in COMPUTER APPLICATIONS programme from 01-Sep-2018 to 28-Feb-2019 and has obtained 89 marks out of 100 and placed in A+ Grade.

In recognition thereof he / she is awarded this

CERTIFICATE

in the trade of

COMPUTER APPLICATIONS

Date : May 22, 2019



F. M. Khatibi

SECRETARY

This certificate is issued without alteration and erasure

Sr. No 403461

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SARGODHA

PROVISIONAL RESULT INTIMATION

INTERMEDIATE (ANNUAL) EXAMINATION, 2021

(GENERAL SCIENCE)



Roll No. 427347

Registration No. 38401-1367709-9

Name of Candidate MUHAMMAD USMAN

Father's Name MUHAMMAD RIAZ

Institution / District GOVT. DEGREE COLLEGE BHERA, (SARGODHA).

THE CANDIDATE HAS PASSED INTERMEDIATE EXAMINATION IN ONE ATTEMPT

DETAIL OF MARKS OBTAINED BY THE CANDIDATE

SR. No	Subjects	Max Marks	Marks Obtained			Total	Percentile Score	Relative Grade	Remarks
			PI	PII	PR				
1.	ENGLISH	200	42	42		84	42.00	D	Pass
2.	URDU	200	42	42		84	42.00	D	Pass
3.	ISLAMIC EDUCATION	50	21			21	42.00	D	Pass
4.	PAKISTAN STUDIES	50		21		21	42.00	D	Pass
5.	ECONOMICS	200	46	46		92	46.94	D	Pass
6.	MATHEMATICS	200	37	37		74	37.00	E	Pass
7.	COMPUTER SCIENCE	200	28	28	34	90	45.00	D	Pass
8.	XXXXXXXXXXXX		XXX	XXX	XXX	XXX	XX.XX	XX	

RESULT

466-D / 1100

Note:- " The marks awarded are the best prediction of the performance and has been awarded under COVID-19 Examinations Policy, hence considered as valid and fair."

**The Complete Result will be notified upon qualifying/passing the absent subject(s).

Declaration Date 14-10-2021

Issue Date 21-10-2021

ASSISTANT CONTROLLER OF EXAMINATIONS



University of Sargodha

Online web based result intimation

ADS - 2nd Annual Examination, 2023

Associate Degree in Science (Part-II)

Roll No. 14829

Name. Muhammad Usman

Father's Name. Muhammad Riaz

Registration No. 21-US-705-48

CNIC No. 38401-1367709-9

Institution/District. Superior College Bhera, District Sargodha

Subject	Marks Obtained				Max Marks	Status
	A	B	C	Practical		
English (Compulsory)	33				100	Pass
Computer Studies-II	44			26	100	Pass
Mathematics (General)-11	47				100	Pass
Mathematics B Course-II	46				100	Pass

Part-I = 211 , Part-II = 196

Result. Pass - 407 / 800

Date of Declaration of Result : MAR 30, 2024

Note. This is a result notice only. Errors and omissions are excepted. No separate result cards will be issued to fail candidates. This computer generated result has no legal status. Official result cards will be issued to pass candidates only.

ACADEMY EUROPE OPEN UNIVERSITY

CERTIFICATE

This certifies that
Muhammad Usman
has satisfactorily completed the course of study in
Digital Communication
PROFESSIONAL CERTIFICATE PROGRAM

Awarded Date
November 26, 2024



President – Open Learning, AEU



Director – Continuing Education, AEU

TEHSIL HEADQUARTER HOSPITAL BHERA
DISTRICT SARGODHA

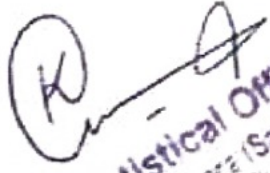
TO WHOM IT MAY CONCERN

It is certified that Mr. **Muhammad Usman** S/O **Muhammad Riaz**
CNIC No. **38401-1367709-9** Resident of Luck Tehsil & District
Sargodha as a **“Document controller”** in **TEHSIL HEAD**
QUARTER HOSPITAL BHERA (Sargodha). He has been
Duty from 02/02/2020 to 30 /12/2022.

He is very hard working, efficient, submissive and honest
person.

I wish him every success in his future.

Date: 03/01/2023


Signature With Stamp
V.I. Officer
Tehsil & District Statistical Officer
Tehsil & District Statistical Office (Sargodha)