



Ibrahim Bhayder K. Idjirani

Current Address in KSA: Al Madinah Al Munawarah, Al Jaradiyah, Riyadh.

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Position Applied: Senior Document Control, Document Control.

OBJECTIVE

Eager to learn and experience use of EDM (Electronic Document Management) such as –Oracle-Aconex, Ineight and others used by Engineering – Construction Organization
To continue further my career path by obtaining a challenging position that enables me to expand my skills, knowledge, and experiences.

CAREER HIGHLIGHTS & WORK EXPERIENCE

I.

Company's Name: Eras Technology Company, Electrical & Mechanical Contracting
Company's Address: 2923 Said Ibn Al As, Al Quds District 13214, Riyadh, Kingdom of Saudi Arabia
Position of Work: Document Controller (Project Management / Technical Department)
Years of work: 10 years till present days (2014 of October to February 2025).

Related Works Projects:

- ✓ THE AVENUES – NESMA Project Riyadh – started April 2024 up to Jan 2025
- ✓ GACA Riyadh Project. - started from June 2020 – December 2023).
- ✓ Eras Technology, Technical Department Head Office. – January 2020 to June 2020
- ✓ Al Rajhi Bank Riyadh Project (Operation Centre, Data Centre & Cash Centre) - started from April 2016 up to January 2020.
- ✓ Makkah Governmental Buildings Phase 2 - started from October 2014 up to April 2016

Duties & Responsibilities:

- ✓ Establishes and maintains office files, logs indexes, control records and any other information.
- ✓ Ensured adherence to established operating procedures during documents submission.
- ✓ Implemented submission of all documents within time and quality parameters.
- ✓ Handling the retrieval of documents either as directed by Department Engineers & Project Manager.
- ✓ Enable to use the Electronic Document Management such as Oracle-ACONEX and Ineight for submission and checking of soft copy document response from Consultant / Main – Contractor.

II.

Company's Name: Axle, Foundries & Spare Parts Factory (MAHAWER),
Company's Address: 2nd Industrial, Dammam and Kingdom of Saudi Arabia.
Position of Work: **Production Secretary / Production Shop Clerk (Production Department)**
Years of Work: 2 years (2012 of March to 2014 of March)
Related Works in the Field:

- ✓ Establishes and maintains production reports such as weekly, monthly & yearly reports, logs indexes, manpower records and any other information.
- ✓ Composes and types routine such as reports, letters memoranda, numerical data sheet, charts & forms.
- ✓ Maintains the confidentiality of documents and information received. Operates standard office equipment & determines the needs and orders for office supplies & miscellaneous items. And performs related work as assigned.
- ✓ Coordinates with the Administration Department, Account Department & Finance Department on a daily basis related to the manpower concerns such as attendance records, weekly overtime for the basis of production works of manpower on the field.
- ✓ Working as Production Secretary / Clerk to the Plant Manager & Production Manager.

TRAINING AND SEMINARS

- ✓ **12th August 2016**, (Completion of Primavera)
Computer Society of Filipinos International Inc. Elite International School, Riyadh, Kingdom of Saudi Arabia.
- ✓ **12th August 2016**, (Completion of Basic AutoCAD)
Computer Society of Filipinos International Inc. Elite International School, Riyadh, Kingdom of Saudi Arabia.
- ✓ **26th of February 2013 to 27th of February 2013** (Internal Quality Auditing – ISO 9001:2008)
National Inspection & Technical Testing Co. LTD. (FAHSS/TUV), MASABIK Conference room, 2nd Industrial Dammam, Kingdom of Saudi Arabia.
- ✓ **25th of February** (ISO 9001 Awareness – Year 2008 version)
National Inspection & Technical Testing Co. LTD. (FAHSS/TUV), MASABIK Conference room, 2nd Industrial Dammam, Kingdom of Saudi Arabia.

SKILLS

1. Excel in Microsoft offices.
2. Good Communication & Written skills.
3. Data analysis, data research, keeping confidentiality on work, quick typing & Responsible basic management works.

PERSONAL INFORMATION

Date of Birth: 25th July 1983
Age: 41 years old
Gender: Male
Height: 5' 7
Weight: 78 kg.
Citizenship: Filipino
Languages: English, Arabic (basic not fluent)
Civil Status: Single

EDUCATION ATTAINMENT

Bachelor of Arts Major in Political Science, 2001-2005

Pamantasan Lungsod Ng Pasay (PLP), Pasay City, Metro-Manila, Philippines.

High School Diploma, 1996-2000. Adamson University High School, Basic Education Department, Manila, Philippines.

Elementary Certificates, 1990-1996. Padre Gomez Primary School Manila, Philippines.

REFERENCE:

Reference available upon request.