

# **CURRICULUM VITAE**

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Al Khobar, Saudi Arabia

## **Post Applied for:**

Senior Document Controller | Document Control Manager |  
Project Management & QA/QC Specialist  
Availability to join Immediately



## **Professional Summary:**

Senior Document Controller with 20+ years of experience in document management, quality compliance, and workflow coordination for construction, oil & gas, and consulting projects in Pakistan and Saudi Arabia. Proven expertise in establishing and maintaining controlled documentation systems, conducting quality audits, and ensuring full compliance with ISO 9001 standards. Adept at coordinating document workflows, tracking approvals, and managing electronic and hard copy records to ensure seamless project execution.

Proficient in Electronic Document Management Systems (EDMS) such as ACONEX, Procore, and SharePoint, enabling real-time document tracking, version control, and enhanced collaboration among project stakeholders. Recognized for strong analytical skills, attention to detail, and the ability to work under pressure while maintaining strict document control protocols. Dedicated to supporting consultants, contractors, and client organizations by ensuring efficient documentation flow, compliance, and operational excellence in mega projects across Pakistan and Saudi Arabia.

## **Experience: 20+ Years Total Experience (5 Years in Saudi Arabia, 15+ Years in Construction, Infrastructure & Oil & Gas Projects)**

**Senior Document Controller** | ProMag Development Advisory | (2022–2025)

**Senior Document Controller** | Hill International Consultants | (2018–2021)

**Document Controller** | Paragon Constructors Pvt Ltd | (2016–2017)

**Document Controller** | Saudi Binladin Group (Binladin Dubai) | (2010–2016)

**Document Controller** | Oil & Gas Development Company (OGDCL) | (2008–2010)

## **Employment History:**

### **❖ Worked as a Senior Document Controller**

**ProMag Development Advisory Pakistan**

**(Duration January 2022 to January 2025 (03 Years))**

**Project: EMAAR Pearl Tower Karachi Pakistan (\$400M Project Cost)**

- Managed 150,000+ project documents, ensuring 100% compliance with ISO 9001 standards.
- Implemented automated workflows, reducing document processing time by 40%.
- Successfully coordinated document approvals between 50+ engineers, contractors, and consultants.
- Led project audits and compliance checks, maintaining an error-free document trail.

❖ **Worked as a Senior Document Controller**

**Hill International Consultants**

**(Duration January 2018 to June 2021) (3.5 Years)**

**Project: EMAAR Pearl Tower Karachi Pakistan (\$500M Project Cost)**

- Supervised over 200,000 technical documents, maintaining structured filing systems.
- Ensured document retrieval time improved by 35% through optimized indexing and tagging.
- Spearheaded DMS migration to Procore and SharePoint, enhancing document accessibility.
- Ensured full regulatory compliance, successfully passing ISO audits with zero non-conformities.

❖ **Worked as a Document Controller**

**Paragon Constructor Pvt Ltd.**

**(Duration February 2016 to November 2017) (1.9 Years)**

**Project: Construction of Bahria Town Karachi Pakistan (\$ 800M Project Cost)**

- Handled all project-related documents, ensuring compliance with industry standards
- Managed document workflows to facilitate smooth project execution.
- Collaborated with project managers and engineers to maintain proper document records.

❖ **Worked as a Document Controller**

**Saudi Bin Ladin Group (Binladin Dubai)**

**(Duration October 2010 to January 2016 (05 Years)**

**Project: Construction of King Abdullah Financial District Project Riyadh Saudi Arabia (\$ 10B Project Cost)**

- Maintained an extensive 500,000+ document repository, ensuring seamless workflow integration.
- Coordinated documentation between subcontractors, vendors, and consultants.
- Established a centralized document tracking system, reducing misplaced files by 95%.
- Conducted regular compliance audits, maintaining a 99% approval success rate.

❖ **Worked as a Document Controller**

**Oil & Gas Development Company**

**(Duration August 2008 to September 2010) (02 Years)**

**Project: Qadirpur Gas Field Pakistan (\$ 2B Project Cost)**

- Managed oil & gas regulatory documentation, ensuring adherence to industry standards.
- Established secure document archiving, reducing document retrieval time by 40%.
- Coordinated with QA/QC teams to ensure document accuracy for safety inspection

❖ **Worked as a Document Controller**

**Hill Bert Engineering Services Company**

**(Duration March 2004 to July 2008) (04 Years)**

**Project: Multiple Engineering & Infrastructure Projects**

- Managed large volumes of engineering and project-related documents.
- Implemented efficient document tracking and retrieval systems to optimize project documentation processes.
- Assisted project teams in document verification and compliance reporting.

## **Education Qualification:**

- ❖ Master in Arts SALU University, Pakistan
- ❖ Bachelor in Arts SALU University, Pakistan
- ❖ OSHA Certification KPT Islamabad, Pakistan
- ❖ Safety Engineering Diploma Trade Testing Board, Pakistan
- ❖ IT Diploma Trade Testing Board KPK, Pakistan
- ❖ AutoCAD Certification Punjab Technical Board, Pakistan

## **Technical Skills:**

- ❖ DMS Tools: Aconex, Procore, SharePoint, Documentum, PCM, One Drive PDF Editing Tools
- ❖ Proficient in MS Office (Excel, Word, PowerPoint, Access, Outlook)
- ❖ Languages: English (Fluent), Arabic (Medium), Urdu (Fluent)
- ❖ Internet Communication: Outlook & Internet Explorer
- ❖ Operating System: Windows-any platform
- ❖ Strong problem-solving and analytical thinking skills
- ❖ Adaptable to complex environments and challenging projects
- ❖ Excellent communication skills, both written and verbal
- ❖ Complete Document Control & Records Management Udemey
- ❖ Project Management for Construction Professionals Udemey
- ❖ ISO 9001: Quality Management System Implementation Udemey

## **Key Responsibilities**

### ❖ **Document Control & Management**

- Maintained a structured **Document Management System (DMS)** aligned with **ISO** standards.
- Managed and controlled project documents, including **technical drawings, RFIs, submittals, and correspondence**, ensuring proper classification and indexing.
- Conducted **document quality checks** for accuracy, completeness, and compliance with **consultant and client** requirements.
- Implemented **document numbering and version control systems** to track updates and revisions.
- Ensured **secure storage and easy retrieval** of project documents in both digital and hard-copy formats.
- **Organized and maintained QC documents** such as **MAR, MIR, WIR, CIR reports, and test results** to ensure project compliance and traceability.
- **Ensured accurate logs and trackers, timely submission, and approval of documents**, preventing project delays.

### ❖ **Document Distribution & Coordination**

- Coordinated document flow among **contractors, consultants, and clients**, ensuring timely submission and approval.
- Maintained **tracking logs** for all incoming and outgoing technical submittals, drawings, method statements, and material approvals.
- Submitted all **Inspection Requests (IRs)** at least **24 hours in advance**, in compliance with consultant and client requirements.
- Tracked **transmittal comments and approvals** from consultants, ensuring prompt response and action.
- Assisted in preparing project correspondence, reports, and contractual letters.

- **Coordinated with teams and customer documentation accuracy**, ensuring that all submissions met project and regulatory standards.

#### ❖ **Project Compliance & Audits**

- Conducted **internal audits** on document control systems to ensure compliance with **ISO Standards**.
- Maintained **Non-Conformance Reports (NCR) logs** and monitored corrective actions related to documentation.
- Submitted **contractual documents**, including **IPC payments, change notices, payment recommendations (PR), and variation settlements (VSRs)**, to the client.
- Facilitated **document handover and close-out procedures**, ensuring all records were properly archived.

#### ❖ **Digital Document Control & Security**

- Managed **Electronic Document Management Systems (EDMS)** such as **Aconex, Procore, SharePoint**, ensuring real-time access and control.
- Ensured **document security, confidentiality, and controlled access** for authorized personnel.
- Provided **training and support** to project teams on **best document control practices** and compliance policies.
- **Implemented document management systems and ensured version control**, improving project efficiency and compliance.

### **Personal**

Date of Birth : 05/09/1983

Gender : Male

Marital Status : Married

Email Address : [info@aijazali.net](mailto:info@aijazali.net)  
[aijazali111@gmail.com](mailto:aijazali111@gmail.com)

Nationality : Pakistani

Iqama Profession : Construction Worker

Iqama Status : Transferable

Current Location : Al Khobar Saudi Arabia

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