



MUHAMMAD SHAHSAWAR

Document Controller / Computer
Operator

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Cell No: +966 53 617 5082

Location: Al Shimaisi, Riyadh, KSA

Nationality: Pakistani

Iqama Status: Transformable Iqama

EDUCATION

- Diploma in Information Technology (DIT)
- Intermediate (FSc)
- Matriculation

SKILLS

- Document Management
- Strong Communication & Coordination
- Data entry and processing
- Operating system knowledge (Windows 10, 11)
- Printing and scanning operations
- Data accuracy and quality control
- Work independently and as part of a team
- Familiarity with administrative
- Multitasking and time management
- Team collaboration

CERTIFICATIONS

- MS Office
- AutoCAD
- NEBOSH International General Certificate
- IOSH Managing Safely
- OSHA 30-Hour General Industry Standards

CAREERS SUMMARY

A detail-oriented and highly motivated Document Controller / Computer Operator with over five years of experience in document management data control, and IT support within the engineering and consultancy sectors. Proven expertise in document control processes, compliance, documents database management, and office automation. Proficient in ensuring proper document tracking, version control, and regulatory compliance. Passionate about maintaining efficient documentation workflows, problem-solving, and leveraging processes and procedure to enhance organizational efficiency.

EXPERIENCE

DESIGNATION: Document Controller / Computer Operator

ORGANIZATION: TECHNO LEGAL CONSULTANTS (PVT) LTD

PROJECT: 300MW Balakot Hydropower Project

Oct 2020 – Jan 2025

RESPONSIBILITIES:

- Organize, maintain, and control all documents related to facilities management, including contracts, maintenance records, and compliance documentation.
- Prepare and design presentations for management meetings, reports formatting, and stakeholder communication ensure accuracy and clarity.
- Supervised and maintained Maintain both electronic and hard copy, ensuring they are stored securely and can be easily access and retrieval.
- Manage document distribution, track revisions, and ensure version control for engineering drawings, reports, letters, and specifications using computer-based systems such as ACONEX.
- Developed and circulated data collection templates/forms for database management, facilitating accurate data entry.
- Conduct regular audits to ensure compliance with document control procedures and industry regulations.
- Coordinate with various departments, consultants, and contractors to facilitate document flow and communication.
- Ensure proper documentation and archiving of records, maintaining confidentiality and compliance with company

- Risk Assessment Certification
- Confined Space Certification
- Work at Hight Certification

LANGUAGES

English

Urdu

Pashto

standards.

- Support safety and quality teams by maintaining records of inspections, permits, and compliance documentation while also providing colleagues with guidance on document control procedures.
- Managed the procurement of office supplies to ensure smooth daily operations and support overall efficiency.
- Prepare logs, and dashboards to track document progress, approvals, and submissions.
- Responsible for documentation, printing to support various departments' needs.
- Working closely with engineers, project managers, and other stakeholders to ensure document accuracy and timely distribution.

DESIGNATION: Document Controller / Computer Operator

ORGANIZATION: AGES CONSULTANTS

PROJECT: Gabral-Kalam Hydropower Project (110 MW)

AUG 2018 – MAR 2020

RESPONSIBILITIES:

- Supervised and maintained physical and digital records of all documents and files, ensuring organized and easy access for staff.
- Worked closely with engineers, project managers, and other stakeholders to ensure document accuracy and timely distribution.
- Assist in the preparation of reports and presentations by providing necessary documents and information.
- Supported colleagues by providing guidance on document control procedures, ensuring compliance with company standards.
- Performed data entry tasks, ensuring accurate and efficient input of information.
- Managed documentation and handled printing to support office functions and departmental needs, while assisting in report and presentation preparation by providing necessary documents and information.
- Communicated effectively with clients and office staff to facilitate smooth operations.
- Managed and supervised supporting staff, ensuring tasks were completed efficiently while providing.
- Oversaw vehicle records, tracking maintenance schedules, fuel usage to ensure compliance and efficient fleet management.
- Handled purchasing responsibilities, including sourcing and acquiring office supplies, computer accessories, and other essential items.
- Assisted with general office duties, including answering phone calls, handling correspondence, and coordinating meetings.