



MOHAMMAD ASHRAF

Document Controller

Transferable IQAMA



✉ mohammadashrafbd9595@gmail.com



☎ +966 573480134

📍 DUBA – NEOM City (Saudi Arabia)

Professional Summary:

A highly organized and detail-oriented document controller with over 07+ years of extensive experience in document management and office support. I am proficient in Electronic Document Management Systems (EDMS) such as ACONEX and project management software, I specialize in maintaining documentation, organizing records, and providing essential office assistance to facilitate smooth operations. I am adept at collaborating with all levels of management, delivering accurate documentation, and efficiently solving problems. Known for my strong attention to detail and ability to handle multiple tasks, I consistently deliver results under tight deadlines while ensuring compliance with both organizational and client standards.

Work Experience:

- ❖ **Project Document Controller** - **October 2023 - Present**
 Al-Fahd Trading, Industry & Contracting Company - NEOM, Tabuk - Saudi Arabia
 Client : NEOM
 Consultant : PARSONS & JACOBS
 Projects Handling : 4800000823-000 - Earthworks and Retaining Walls (OXAGON Port Development)
 4800001272-000 - Construction of OXAGON Coast Guard Facilities (**Buildings**)

- ❖ **Project Document Controller** - **January 2021 to September 2023**
 Fields Modern Solutions Trading & Contracting Company - NEOM, Tabuk - Saudi Arabia
 Client : NEOM
 Consultant : AECOM & BECHTEL
 Projects Handling : 0000100930-000 - NEOM Five Office **Buildings** _ NEOM Bay.
 0000100324-031 - NEOM Temporary Roads RD-17 West 1 _ Spine Infra.
 0000100324-048 - NEOM Spine Earthworks LOT 10.6 _ Spine Infrastructure
 0000100324-064 - NEOM Accoustic Barrier _ Spine Infrastructure


Duties and Responsibilities:

- Ensure that all project documentation is accurately registered, tracked, and maintained within the Electronic Document Management System (EDMS) using Oracle ACONEX.
- Responsible for Control/Track/Issue of complete project HOP Package documentation and such as incoming and outgoing correspondence, VO, TOC, RFI, Letters, other forms of related documents from the client.
- Coordinate with project teams to ensure timely and accurate document submissions.
- Conduct regular audits to ensure document accuracy and integrity.
- Resolve any issues related to document discrepancies or mismanagement. Upload, manage, and organize project documents and drawings on the Aconex platform. Ensure document version control, naming conventions, and accurate metadata tagging.
- Oversee daily document management activities to ensure efficient workflow and compliance with organizational standards.
- Responsibilities include record keeping, all documents such as specification procedures, inspection schedule and records, surveillance report, inspection release notice and quality records book with numbering system according to project filing procedure. Handling of all engineering documents. Controlling all records.
- All Submittals are transmitted through the Aconex platform, all files are stored and organized electronically as per the clients' procedures and updated periodically.
- Bulk processing, uploading a new document as well multi file uploading for pre-qualifications, material submittals, method statements and shop drawings, calculations. Uploading and revising (superseding) single documents as well as multi documents.

- In-depth Knowledge of NEOM's handover (HOP) Packages, TOC, VO, IPC, Correspondence and All Workflow management as per client requirement.
- Coordinate the handover process, closeout and archive of project documentation on time and in accordance with project requirements.
- Issue reminders on outstanding responses and pending documentation (incoming/outgoing) and follow up on pending issues.
- Review all incoming and outgoing documentation to ensure compliance with internal procedures and statutory regulations, while promptly distributing project correspondence to relevant stakeholders and meticulously maintaining project documentation.
- Using NEOM MOI Portal to Worker Registration Permits.
- Ensures that all Documents Follow up check weekly and resubmission timely.
- Prepare Master Logs for all types of documents to ensure accurate tracking and easy retrieval.

❖ **Document Controller** - **December 2019 to December 2020**
 Larsen & Toubro (L&T) - Central Arabian Gold Region, Taif - KSA
 Client : Ma'aden
 Project : Mansourah Massarah Gold Project (MMGP) - **Buildings & Pipeline.**



❖ **Document Controller** - **July 2017 to November 2019**
 FMSCO - Ras Al Khair industrial, Al Jubail - Saudi Arabia
 Client : Ma'aden Aluminium
 Project : Residue Storage Facility & embankments (Infrastructure Facilities)



Duties and Responsibilities:

- Processed and organized incoming/outgoing project documents, ensuring efficient access and retrieval for all stakeholders.
- Execute all official activities, including scanning, printing, typing, managing online tasks, and handling email communications using Outlook.
- Coordinated the distribution of Project Documents, ensuring timely delivery to Project Managers and Engineers, resulting in improved project efficiency and on-time delivery.
- Support external audits by coordinating activities and ensuring timely responses to auditor requests.
- Assist the project manager in adhering to minimum project requirements.
- Submit Design Drawings, IFC Drawings, Shop Drawings, and As-Built Drawings via email to consultants and clients for approval.
- Expertly manage document lifecycle by efficiently locating, filing, and registering both digital and physical documents.
- Experience in managing Handover (HOP) Packages in alignment with client expectations and ensuring timely approvals are secured.
- Ensure accuracy by verifying document details including number, name, revision, signature, and stamp.
- Maintain comprehensive logs and records of all deliverables, ensuring meticulous tracking of project documentation.
- Recording meeting of minutes (MOM) for the owner, consultants and contractor and distribute it by email
- Coordinate with the HR department to facilitate employee permits (Iqama) and arrange exit and re-entry visas for personnel on vacation or departing.
- Prepare monthly automated timesheets and manage salary processing for employees as needed.
- Distribute all technical documents and drawings received from clients to the relevant departments and engineers.
- Follow up with suppliers and prepare invoices and orders as required.
- Create document templates for future use and manage document flow within the organization

Education and Qualification Attained:

Degree/Certificate	Board/University	Subject	Grade/Division
Matric. SSC	Board of Intermediate and Secondary Education	Commerce	3.61
Intermediate. HSC	Board of Intermediate & Higher Secondary Education	Commerce	2.89
Diploma in Information Technology	Skill Testing Association (STA) College & University	Information Technology	A
Diploma in Hardware and Networking Engineering	Daffodil International Professional Training Institute (DIPTI)	Networking	B+

Technical / Key Skills:

- Document Management
- Oracle ACONEX
- Database Management
- Data Analysis
- Quality Management
- Construction
- Microsoft Outlook
- MS Office Such: Word, Excel, PowerPoint and Adobe Acrobat PDF.
- Knowledge of document control processes
- Document numbering system implementation
- Document Manuals
- Document Classification and Categorization
- Advanced computer skills
- Knowledge of SharePoint
- Experience with scanner and imaging systems
- Confident and Employee Self-service
- Ability to work under pressure and in a multicultural environment
- Attention to Detail
- Problem-Solving
- Teamwork
- Communication
- Confidentiality and Security
- Time Management

Course Certifications/Training & Approval:

- Document Controller - ISO 9001:2015 (23943)
- Certified Document Controller - ISO 9001:2015 (222131259)
- Certified Lead Document Controller- ISO 9001:2015 (223131262)
- Document Control from Principles to Practice - (5733-31815907)
- Diploma in Human Resources - Issued Jun 2023 (1678-26456485)
- Aconex Accredited Associate (Score 80%).
- Aconex Accredited Professional (Score 84%).
- Quality Implementation as Document Controller at OXAGON Port Dev. (Dec 2023)
- NEOM Approval as Document Controller at Bechtel Spine Project (WF-131284)
- NEOM Approval as Document Controller at Parsons OXAGON Port Dev. Project (WF-109551)
- Employment Certificate as Document Controller at Ras Al Khair industrial, Jubail - (Nov 2018)
- Certificate Of Recognition as Document Controller at MA 'Aden Project (Nov 2019)
- Certificate of Appreciation as Document Controller at FMSCO (Jul 2020)
- Star Award in Recognition of Commitment Towards Improving at NEOM Spine Project (Jan 2023)
- Certificate of Appreciation for Outstanding Support as Document Controller at NEOM LOT 10.6

Languages:

- Proficient in English (written and spoken)
- Good in Arabic (spoken)
- Proficient in Bangla (written and spoken)
- Good in Hindi/Urdu (spoken)

Personal Information:

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|--------------------------|----------------|----------------------------|--|
| ▪ Passport Number | : EK-0099088 | ▪ Driving License | : Valid |
| ▪ ID Number | : 2442069577 | ▪ Contact No. | : +9660556314208 |
| ▪ Visa Status | : Transferable | ▪ Permanent Address | : Bangladesh, Noakhali- Sadar upazila. |
| ▪ Date of Birth | : 15-02-1994 | ▪ Present Address | : Saudi Arabia – Duba Neom |

Reference:

- ❖ Reference can be furnished on demand.

Declaration:

✚ I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Respectfully,

Mohammad Ashraf
Applicant