

EYAD YOUSSEF ALNAJJAR

Document Controller

053 337 7664

eyadyup@gmail.com

Saudi Arabia - Riyadh (married)

Palestinian with an Egyptian document

SUMMARY:

Highly organized and detail-oriented Document Controller with 3+ years of experience in managing and maintaining document workflows within fast-paced environments. Proven track record of ensuring accuracy, compliance, and timely document processing. Proficient in industry-standard document management systems, including Aconex and PMWeb, with in-depth knowledge of document control procedures and best practices. Adept at handling large volumes of information while ensuring data integrity and regulatory compliance.

EDUCATION:

Bachelor of Computer Applications

Bharati Vidyapeeth Deemed University, India

PROFESSIONAL REGISTRATION:

SCE, ID No. 687136

EXPERIENCES:

Document Controller – Hanmi Global Saudi, Riyadh

February 2022 – Present

Project(s): Roshn - Sedra Project Phase 1A

- Expertise in document control systems and management software
- Managing document workflows, databases, and large volumes of information
- Auditing, revising, and ensuring compliance with accuracy standards
- Coordinating with external stakeholders and ensuring timely document delivery
- Providing training and administrative support for document control teams

SAP HCM Specialist – Hanmi Global Saudi, Riyadh

July 2019 – February 2022

- Managing HR data migration and payroll processing in SAP
- Developing and deploying custom wage types for accurate payroll execution
- Consolidating and maintaining HR data across multiple locations
- Training end users on SAP SuccessFactors and providing system support
- Configuring SAP modules, troubleshooting issues, and ensuring seamless integration

SAP HCM Specialist – Manwa Trading & Contracting Company, Riyadh

July 2013 – June 2019

- Managing HR processes and collaborating with managerial levels
- Providing guidance on HR policies, practices, and labor laws
- Overseeing annual salary reviews and compensation adjustments
- Expertise in Microsoft Dynamics AX, including ERP management and troubleshooting
- Handling data uploads, user permissions, and system configurations

SAP IMPLEMENTATION LIFECYCLES & EXPERIENCE: _____

- 1. SAP ERP EHP 6 (later upgraded to EHP 7)
- 2. SAP HANA RDS (Rapid Deployment Solution)
- 3. SAP HEC (HANA Enterprise Cloud)
- 4. SAP HANA SP07 NetWeaver
- 5. Basic knowledge of SAP Persona Configurations
- 6. Basic knowledge of FI/CO and MM Modules
- 7. Full expertise in HR Module
- 8. Microsoft Office365 Administrator

SAP FUNCTIONAL EXPERIENCE: _____

- SAP Functional Consultant with 7+ years of experience in process analysis, design, and testing.
- Expertise in leading projects, implementing SAP solutions, and developing business processes.
- Skilled in business process mapping, configuration, and user training.
- Extensive experience in SAP HCM submodules (PA, OM, PY, TEM, ESS/MSS).
- Monthly time evaluation and payroll processing, including error detection and post-payroll issue resolution.
- Worked on integration with SAP modules like FI/CO and BI.
- Designed functional specifications and created test cases for functional testing.
- Handled complex issues related to PA, OM, TM, and PY.

KEY SKILLS: _____

- Attention to Detail
- Data Management
- Documentation Skills
- Data Analysis

AREAS OF EXPERTISE: _____

- MS Office
- Aconex
- PMWeb
- SAP
- SuccessFactors

LANGUAGES: _____

- English
- Arabic