



Mohammed Ajmal

Profile

Expert in developing and enforcing document control policies, ensuring accuracy, and maintaining secure records. Proficient in document management systems and version control processes, with a strong focus on quality assurance and compliance. Committed to optimizing workflows and supporting seamless information retrieval.

Skills

- Document Management Systems
- Records Management & Archiving
- Quality Assurance & Data Accuracy
- Workflow Coordination & Process Improvement
- Data Entry & Database Management
- Excellent Communication & Collaboration
- Attention to Detail & Organizational Skills

Employment History

Division Secretary

Aramco Jafura Project
Project Management Team | Saudi Arabia

- Implemented document control procedures and protocols to ensure compliance with company and regulatory standards.
- Coordinated with project teams to ensure timely submission and approval of documents, facilitating smooth workflow and compliance with project timelines.
- Reviewed and verified documents for accuracy and completeness before processing, reducing errors and ensuring data integrity.
- Coordinated with project teams to ensure timely distribution and receipt of project documentation, enhancing workflow efficiency.
- Trained and supported staff in document control processes and software, enhancing team productivity and knowledge sharing.
- Collaborated with cross-functional teams to streamline document management processes, contributing to improved communication and project execution.

Document Controller

Khursaniyah Gas Plant |
Saudi Arabia

- Oversee the creation, revision, distribution, and archiving of documents to ensure compliance with internal policies and regulatory standards.
- Monitor document revisions and maintain version histories to guarantee that only the latest approved versions are in circulation.
- Develop and enforce document control procedures and best practices to streamline workflow and improve operational efficiency.
- Work closely with cross-functional teams to coordinate documentation needs, support project deliverables, and ensure smooth information flow.

Details

Jubail, Saudi Arabia
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Education

Bachelors in Computer Application

MES Keveeyam College |
Malappuram, India

University of Calicut
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Languages

English - Bilingual or Proficient (C2)

Hindi - Intermediate (B1)

Malayalam - Bilingual or Proficient
(C2)

Arabic - Elementary (A2)