



Ibrahim Bhayder K. Idjirani

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Position Applied: Senior Document Control, Document Control, Administrative Works

OBJECTIVE

To continue further advance on my career by securing a challenging position that supports continuous skill development, broadens my technical knowledge, and enhances my professional growth within a dynamic and forward-thinking organization. And Eager to learn and gain hands-on experience in the use of Electronic Document Management (EDM) systems such as Oracle Aconex, InEight, and other platforms commonly utilized in engineering and construction industries.

CAREER HIGHLIGHTS & WORK EXPERIENCE

I.

Company's Name: Eras Technology Company, Electrical & Mechanical Contracting
Company's Address: 2923 Said Ibn Al As, Al Quds District 13214, Riyadh, Kingdom of Saudi Arabia
Position of Work: Document Controller (Project Management / Technical Department)
Years of work: 10 years till present days (2014 of October to February 2025).

Related Works Projects:

1. THE AVENUES – NESMA Project Riyadh – started April 2024 up to February 2025
2. GACA Riyadh Project. - started from June 2020 – December 2023).
3. Eras Technology, Technical Department Head Office. – January 2020 to June 2020
4. Al Rajhi Bank Riyadh Project (Operation Centre, Data Centre & Cash Centre) - started from April 2016 up to January 2020.
5. Makkah Governmental Buildings Phase 2 - started from October 2014 up to April 2016

Duties & Responsibilities:

1. Copy, scan and store documents. Responsible in establishes and maintains office files, logs indexes, control records and any other information in digital and physical.
2. Responsible for preparing documents submission such as Request for Site / Material Inspection, Shop Drawings, Material Product Data and NCRs etc...
3. Collect, retrieving and register all technical documents. Review, monitoring and updating all document logs.
4. To liaise with and distribute project related information with all levels of the project management team and potentially external parties.
5. Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date.
6. Creating Forms, Logs, and Template for future work reference.
7. Maintain confidentiality regarding sensitive documents.

II.

Company's Name: Axle, Foundries & Spare Parts Factory (MAHAWER),
Company's Address: 2nd Industrial, Dammam and Kingdom of Saudi Arabia.
Position of Work: **Production Secretary / Production Shop Clerk (Production Department)**
Years of Work: 2 years (2012 of March to 2014 of March)
Related Works in the Field:

- 1 Establishes and maintains production reports such as weekly, monthly & yearly reports, logs indexes, manpower records and any other information.
- 2 Composes and types routine such as letters memoranda, and numerical data sheet.
- 3 Maintains the confidentiality of documents and information received as per standard operating procedure. Operates standard office equipment & determines the needs and orders for office supplies & miscellaneous items. And performs related work as assigned.
- 4 Coordinates with the Administration Department, Account Department & Finance Department on a daily basis related to the manpower concerns such as attendance records, weekly overtime for the basis of production works of manpower on the field.
- 5 Working as Production Secretary / Clerk to the Plant Manager & Production Manager.

TRAINING AND SEMINARS

- ✓ **12th August 2016**, (Completion of Primavera)
Computer Society of Filipinos International Inc. Elite International School, Riyadh, Kingdom of Saudi Arabia.
- ✓ **12th August 2016**, (Completion of Basic AutoCAD)
Computer Society of Filipinos International Inc. Elite International School, Riyadh, Kingdom of Saudi Arabia.
- ✓ **26th of February 2013 to 27th of February 2013** (Internal Quality Auditing – ISO 9001:2008)
National Inspection & Technical Testing Co. LTD. (FAHSS/TUV), MASABIK Conference room, 2nd Industrial Dammam, Kingdom of Saudi Arabia.
- ✓ **25th of February** (ISO 9001 Awareness – Year 2008 version)
National Inspection & Technical Testing Co. LTD. (FAHSS/TUV), MASABIK Conference room, 2nd Industrial Dammam, Kingdom of Saudi Arabia.

SKILLS

1. Excel in Microsoft offices.
2. Good Communication & Written skills.
3. Data analysis, data research, keeping confidentiality on work, quick typing & Responsible basic management works.

PERSONAL INFORMATION

Date of Birth: 25th July 1983
Age: 41 years old
Gender: Male
Height: 5' 7
Weight: 78 kg.
Citizenship: Filipino
Languages: English, Arabic (basic not fluent)
Civil Status: Single

EDUCATION ATTAINMENT

Bachelor of Arts Major in Political Science, 2001-2005

Pamantasan Lungsod Ng Pasay (PLP), Pasay City, Metro-Manila, Philippines.

High School Diploma, 1996-2000. Adamson University High School, Basic Education Department, Manila, Philippines.

Elementary Certificates, 1990-1996. Padre Gomez Primary School Manila, Philippines.

REFERENCE:

Reference available upon request.