

# SYED ABRAR ALI

## CONTACT

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Malaz, Riyadh, Saudi Arabia

## EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

SRI SAI VIKAS DEGREE COLLEGE, INDIA - 2021

## SKILLS

- Aconex (Basic Knowledge)
- Document Management Systems (DMS)
- Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Digital Archiving & File Management
- PDF Editing

## LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Hindi (Fluent)

## PROFESSIONAL SUMMARY

Experienced Document Controller with 3 years of hands-on experience at Link Technologies, India, specializing in managing project documentation using internal Document Management Systems (DMS). Proven ability to organize, control, and maintain accurate records for engineering and construction-related projects. Skilled in version control, structured file systems, and document security.

Collaborated closely with project and engineering teams to streamline workflows, ensure timely distribution, and maintain document compliance with company standards. While Aconex was not used, developed a solid foundational understanding of the platform through self-learning and training—ready to adapt quickly in Aconex-based environments.

## WORK EXPERIENCE

### DOCUMENT CONTROLLER

LINK TECHNOLOGIES - INDIA

FEBRUARY 2022 - DECEMBER 2024

- Managed and controlled project documentation using internal document management systems (DMS), ensuring accurate record-keeping and retrieval.
- Maintained version control and ensured the latest project documents were accessible to authorized stakeholders.
- Implemented efficient filing and indexing systems to enhance document retrieval speed and accuracy.
- Assisted engineering and project teams in maintaining structured document workflows and approvals.
- Ensured compliance with company policies and ISO documentation standards, contributing to successful audits.
- Collaborated with project managers to track document status, distribution, and submission deadlines.

## CORE COMPETENCIES

- Document Control & Records Management
- Basic Knowledge of Aconex & Digital DMS
- File Organization & Archiving
- Document Security & Confidentiality
- Version Control & Compliance (ISO Standards)
- Project Coordination & Document Distribution
- Audit Preparation & Regulatory Compliance
- Microsoft Office Suite (Excel, Word, Outlook)

## REFERENCE

Available upon request.