

# Muhammad Aslam Khan

## Documents Controller

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### Contact Information

Full Name: Muhammad Aslam Khan

Address: Duba, Tabuk Saudia Arabia

Email: aslam.safetymatters@gmail.com

Phone Number: +966 568756933

Iqama: Transferrable

Nationality: Pakistan

Can join immediately | Can work remotely

### Professional Summary

Highly organized and detail-oriented Document Controller with over 5 years of experience managing, organizing, and tracking documents. Proven expertise in maintaining document accuracy, ensuring compliance with regulatory standards, and implementing efficient document control systems. Adept at coordinating with cross-functional teams, conducting audits, and training staff on document control procedures. Committed to supporting smooth project operations by maintaining up-to-date, accessible, and well-structured document repositories.

### Key Skills

- Ensuring Accurate and timely Documents Management
- Strong Understanding of IT
- Analyze data
- Effective Communication Skills
- HSE Knowledge
- Administration Skills
- HSE Documentation and Record Keeping
- Understanding Legal requirements For HSE documents
- Version Control ,Approval Proccses and Dtribution

### Education

Bachelor of Mathematics | University of Swat |

Higher Secondary School Certificate | Board of Intermediate and Secondary Education, Swat |

Secondary School Certificate | Board of Intermediate and Secondary Education, Swat |

## Certifications

- NEBOSH IGC
- Safety Supervisor 6<sup>th</sup> Months
- Information Technology (One Year)
- IOSH

## Professional Experience

### **HSE Coordinator | Fields Modern Solutions Trading & Contracting company (FMSCO) NEOM- Approval (Doc # WF-108014) Work Order 73 OXAGON Central – |Saudia Arabia| Feb 2024 – April 2025**

- Conduct regular site inspections to identify hazards and unsafe practices.
- Coordinated and facilitated safety inductions, toolbox talks, and training sessions for all workers, ensuring they were well-informed of safety procedures and practices.
- Assist in the investigation of accidents, incidents, and near misses; prepare detailed reports and support root cause analysis. .
- Maintain and update all HSE documentation including training records, permits, and inspection checklists..
- Work closely with site supervisors and project managers to address safety concerns.

### **Documents Controller | MASCO General Contractor Company Housing For Education Members & Site Works Unaizah University |Saudi Arabia| Feb 2023 -Jan 2024**

- Managed health, safety, and environmental (HSE) documents ensuring compliance with company and regulatory standards.
- Organized, stored, and maintained HSE records for easy access and retrieval.
- Controlled distribution of HSE documents to relevant departments and personnel.
- Maintained version control and document revision tracking for HSE files

### **Documents Controller | MASCO General Contractor Company NEOM, OXAGON Logistics Park| Saudia Arbia | Jan 2022 – Jan 2023**

- Utilized Electronic Document Management Systems (EDMS) for managing HSE data and records.
- Coordinated document review and approval processes with HSE and project teams.
- Supported HSE managers by providing timely document retrieval during inspections and audits.
- Updated and managed HSE document control procedures to reflect changes in regulations.

### **Documents Controller |Al Bawani Construction Company, LTD Housing Expansion Project King Abdullah University of Science and Technology (KAUST) | Saudi Arabia | Jan 2021 – December 2021**

- Supported HSE managers by providing timely document retrieval during inspections and audits.
- Trained employees on HSE document control processes and software tools.

- Provided administrative support in HSE documentation for audits and inspections.
- Responded promptly to internal and external requests for HSE documentation.

**Documents Controller | Peshawar Construction Company, Mingura Clean Water Gravity Scheme  
By Asian Development Bank(ADP) | Pakistan | Jan 2019 – December 2020**

- Supported HSE managers by providing timely document retrieval during inspections and audits.
- Assisted in coordinating incident investigations documentation and record keeping.
- Ensured compliance with environmental regulations through accurate document management.
- Demonstrated strong attention to detail, organizational, and problem-solving skills in managing HSE documentation.

### **Computer Skills**

- Proficient in Microsoft Office (Word, Excel, PowerPoint) for safety documentation and reporting
- Skilled in typing and preparing professional reports and incident records
- Experienced in using email and communication platforms for effective coordination
- Familiar with HSE software tools and online safety management systems
- Able to create and manage safety presentations, training materials, and dashboards
- Experienced in data entry and maintaining safety logs and inspection records
- Knowledge of cloud storage tools (Google Drive, OneDrive) for document sharing and backup
- Capable of using online forms and templates for audits, checklists, and risk assessments
- Familiar with video conferencing tools for online safety meetings and training

### **HSE Projects & Initiatives**

- Led the development and implementation of a comprehensive HSE document control system, improving document retrieval efficiency .
- Developed and maintained HSE performance metrics dashboards, enabling real-time tracking of lost time injury frequency rates and near-miss incidents.
- Supported contractor HSE management by coordinating the review and approval of subcontractor safety plans and documentation.
- Oversaw the incorporation of updated regulatory requirements into company HSE policies and procedures, ensuring compliance with the latest standards.

### **Languages**

- English
- Urdu
- Arabic

## Reference

Available upon request