



IRFAN ATHAM LEBBE

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DOCUMENT CONTROLLER / OFFICE ADMIN

"Over 12 years of Gulf Experience in Document Control Using Oracle ACONEX, along with 5 Years of Experience in Office Administration."

Objective

Be a part of the Team that dynamically works toward the growth of organization. To associate with the progressive organization that will give me a scope to exercise my skills and expertise then developed therein.

The screenshot displays the Oracle Aconex software interface. At the top, there is a navigation bar with the Oracle Aconex logo, the project name '03 OXAGON', and a search bar labeled 'Cross Project Search'. Below this is a secondary navigation bar with icons for 'Tasks', 'Models', 'Documents', and 'Mail'. The main content area is titled 'Search - Document Register' and features a search bar with the text 'Search across all document fields including Document Number'. Below the search bar are several filter sections, each with a 'Select values...' dropdown menu. These filters include Document No, Title, Type, Discipline, Status, Revision, Stakeholder, Created By, Alternative Reference Number, Stage, Asset Code Level 1 through 6, Contract, Work Order/Service Order, Organization, Review Status, Date Type, and Date Range. At the bottom, there is a table with 10544 results. The table has columns for File, Document No, Title, Revision, Status, Discipline, Created By, Date Modified, Revision Date, Relate..., Type, and Size. The first three rows of the table are visible, showing document details such as '4800000876 Daily Progress Report No. 0466' and '4800000876 CRS for Method Statement for In-Situ Paint Touch-Up for Crane Rail'.

Current Employment (Saudi Arabia)

Company : Saudi Archirodon Ltd. (SARCO)
Employment : 13 July 2024 onward
Position held : **Document Controller**
Location : Tabuk- Duba
Project : **NEOM - OXAGON TERMINAL 2 (T2)** - Dredging and Quay Walls

Job Description : Manage and control all project related documents and Drawings using -ACONEX platform, compliance with project standards.

Responsibility

- **Document Management**

Document Control: Ensure all project documents are uploaded, maintained, and controlled in Aconex.

Version Control: Manage document versions, ensuring the latest versions are available and previous versions are archived.

Document Numbering: Apply and maintain document numbering standards.

Document Tracking: Track the status of documents to ensure timely review, approval, and distribution.

- **Workflow Management**

Workflow Creation: Set up and manage workflows for document reviews and approvals.

Workflow Monitoring: Monitor workflow progress and ensure adherence to deadlines.

Notification Management: Manage notifications for document reviews and approvals.

- **Collaboration**

Stakeholder Coordination: Coordinate with project team members and external stakeholders to facilitate document sharing and collaboration.

- **Reporting**

Reporting: Generate and distribute regular reports on document status, workflows, and outstanding actions.

Audit Trails: Maintain audit trails for document changes and approvals for compliance and review purposes.

- **Compliance**

Regulatory Compliance: Ensure that all document control processes comply with relevant regulations and standards.

Quality Assurance: Maintain document quality and consistency through regular audits and checks.

- **Archiving**

Ensure the proper archiving of documents at project completion

Company : **Best Construction Equipment**
Employment : 01 June 2017 to 30 June 2024
Position held : **Senior Document Controller**
Location : Akkaraipattu, Sri Lanka

Responsibility

- Manage and maintain project documentation using EDMS.
- Ensure all documents are correctly logged, updated, and easily accessible to relevant stakeholders
- Control the flow of documents in and out of the project team
- Maintain version control and ensure only the latest documentation is being used
- Support the project team with documentation-related queries and training if needed
- Prepare regular document control reports and ensure document compliance with project standards

Overseas Employment

Company : **Saudi Archirodon Ltd. (SARCO)**
Employment : 10 July 2012 to Jan 2017
Position held : **Document Controller**
Location : Ras Al-Khair & Shuqaiq (Jizan) - **KSA**
Project : Ras Al Khair Power & Desalination plant
Shuqaiq Steam Power Plant

Job Description :

Assigned to the project for **Shuqaiq Steam Power Plant** in 'Project Control Department' to carryout Document control responsibilities thru the EDMS – '**Cadac Organice Explorer**'

Responsibility

- Import of all project documents with concerned attachments such as Request for material approval, Drawings, Progress reports, Project plan and method statement, etc. and provide the documents with properties.
- Import all project Templates
- Transmittal distribution list

- Import Emails, Media (photos)
- Upload all Transmittals
- Create contact list
- Update contact list when necessary
- Workflow
- Etc.

Job Description :

In **Ras Al Khair Power & Desalination plant** in Laboratory Section under the supervision and instruction by the Material Engineer/Lab. Supervisor provides document control duties & responsibilities.

Responsibility

- Responsible for gathering, preparing and archiving the necessary documents and test reports of the Laboratory such as Concrete compressive strength test, sieve analysis of soil, Field density test (FDT), Concrete mix design, Specific gravity, Soundness test, Los Angeles abrasion, Flat & elongated particles, Determination of dry rodded unit weight, Classification of soil/aggregate, daily conc. program, daily temperature records, Lab & batching plant weekly manpower time sheet etc.
- Prepare the weekly and monthly reports of Cubes crushing schedule, summary of concrete compressive strength test and monthly consumption of concrete materials.
- Forward the prepared test reports to the QA/QC Department to submit to the consultant for their approval.
- Supports the QA/QC dept. by issuing and maintaining the master documents (hard copy) and electronic files to support their quality documentation.
- Registers and tracks an inventory list of lab equipment and tools.
- Develops and maintains a comprehensive filing system and computer database for all documents/test reports to be retained.
- Maintains files of the latest revision level of documentation.
- Ensures control of test Procedures manual, Internal Quality Manual, Materials Specifications and Standard QA/QC forms
- Manages the document control activities to ensure that all users have the latest revision of appropriate documentation available in a timely manner.
- Ensures the correct and timely input of database entries
- Accepts and acts upon Lab Supervisory directions
- In addition, coordinate with lab technician to carry out the testing activities such as concrete compressive strength test, FDT etc.

Company : **Ramco Trading & Contracting W.L.L**
Employment : 17 October 2004 to 31 Oct 2010
Position held : **Document Controller / Aconex Administrator**
Location : **Doha-Qatar**

Aconex Administrator

Job Description : Performs system administrative functions and provide instruction in the document management system.

Responsibility

- As Aconex Administrator, administrate and manage the project wide setting and update **Aconex**, and associate documents with any procedural changes as per company Quality Assurance procedures.
- Perform administrative functions for the organization such as creating and administrating new member accounts and organization security.

Document Controller

Job Description : As a document controller full responsibility for developing and maintaining of all project documents and records in accordance with the quality management system.

Responsibility

- Management of documents and drawings utilizing a controlled, reliable system with a clear audit trail.
- Incoming and outgoing document register, to ensure the timely flow of information
- Identify and monitor all documentation that has a deadline and advise the project manager of the status.
- Manage the distribution of documents to all concerned as per the distribution advice by the PM, with a standard document control procedure.
- Establish and maintain an effective filing, archiving and retrieving system for paper documents in accordance with the company Quality Assurance procedures.
- Establish and maintain a tracking facility to enable documents to be updated and retrieved easily.
- Establish and maintain drawing register for all received construction issue drawings developed from Tender issue.
- Establish and maintain drawing register for all mechanical, plumbing, fire fighting, electrical, coordination and associated builder workshop drawings.
- Establish and maintain drawing register for all As-built drawings.
- Establish and maintain technical submittal such as Material submittal, sample, method statement, pre-qualification, report, calculation, programme... etc.
- Control the issue and return of any construction document to project staff.
- Undertake the necessary administration tasks as required by the Engineers and other site-based staff.
- Ensure compliance with quality procedures.

- Ensure throughout the project that company procedures are adhered to and suitable record are maintained.
- Ensures control of Document Listing, Engineering Drawings, Material submittals, Engineering Standards, work Inspection reports, Method statement, Internal Quality Manual, Materials Specifications, Standard QA/QC Forms, Confidential agreements etc.

Local Employments

Company : **Ma foi Management Consultants Lanka (Pvt) Ltd**
 Employment : 08 March 2004 to 12 October 2004
 Position : HR Associate
 Location : Colombo, Sri Lanka

Job Description :

- Administration of the recruitment process
- Candidate interface
- Recruitment process documentation
- Recruitment process weekly MIS
- File management
- Stationary inventory management
- Printing / Photostat management

Company : **HSBC**
 Employment : 01 April 2003 to 02 March 2004
 Position : Clerk
 Location : Colombo, Sri Lanka
 Job Description : Recruitment process documentation and file management at HR department.

Company : **Timex Garments Ltd.**
 Employment : 15 August 2001 to 15 March 2003
 Position : Computer operator
 Location : Colombo, Sri Lanka
 Job Description : Responsible to maintain the Inventory control system.

Personal Profile

Sex : Male
 Marital Status : Married (3 kids)
 Nationality : Sri Lankan

Academic Qualification

- **Higher National Diploma in Quantity Surveying** (Reading) – IPHS Campus, Sri Lanka
- **Diploma in Quantity Surveying 2023/2024** (IPHS) - University of Gatehouse Award, UK

Professional Qualification

- Certificate in AutoCAD – 2019, E.C. Nations College, Sri Lanka
- Successfully Completed **ACS** (Australian Computer Society) - 2002/2003 Information Technology – Sri Lanka
- **Certificate in Aconex** (by Australian company) – **May 2010 (Doha-Qatar)**
Aconex is a project collaboration and online project management system that securely and efficiently manages information in construction, Government & infrastructures and Energy & Resources.
- **CADAC ORGANICE EXPLORER 2012 (EDMS) – Saudi Arabia**

Computer Literacy

- Diploma in Computer Studies
Microsoft Office
- Windows applications & internet skills

Skills & Strengths

- Possess more than 18 years of hands-on experience in Document control system
- Extensive knowledge in Online Document Management software such as ACONEX & Cadac Organice Explorer 2012
- Expertise in APICS (Archirodon Procurement & Inventory Control System)
- Proficiency in advanced MS Office applications (latest version) and the latest operating systems.
- Good communication Interpersonal Skills.
- Working ability with dynamic & friendly with organization's team.

Special seminars and training

Theme : **15th Asian Games Volunteer Training**
Place : **Doha-Qatar**
Date : **November. 2006**
Sponsored by : **DAGOC – Doha Asian Games Organizing Committee**