







Muhammad Aamir Khan

Document Controller

CONTACT

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Location 
Riyadh, Saudi Arabia

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maamir_khan10@hotmail.com

EDUCATION

- Master of Business Administration (MBA)

CAREER HISTORY

- **Tamimi KSA:** NOV 2023 to PRESENT
- **Altaf GC KSA:** AUG 2021 to OCT 2023
- **MCB Bank PK:** APR 2014 to JUL 2021
- **ANOEP PK:** OCT 2010 to MAR 2014
- **MACO PK:** JUN 2009 to SEP 2010

APPROVAL HELD

Qiddiya



TECHNICAL SKILLS

- Document Control & Management (Aconex)
- Skilled Multi-Tasker
- Time Management
- Data Management
- Expert in MS Office Suit

SUMMARY

A document controller with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of electronic data management systems, supplier document controls, electronic filing systems, and also a technical library (inc. codes and standards, and legislation), etc.

A position in a result-oriented company that seeks an ambitious and career-conscious person where acquired skills and education will be utilized toward continued growth and advancement.

PROFESSIONAL EXPERIENCE

Document Controller

November 2023 - Present



Tamimi Pre-Engineered Building Project : Worker Villages 1 to 8
Client: Qiddiya

Saudi Arabia

- Administer external and internal factory and site correspondences using Aconex Document Management System.
- Managed and controlled incoming and outgoing documents ensuring that project document control standards and procedures are followed and maintaining all project tracking records.
- Responsible for Control/Track/Issue of complete project documentation such as incoming and outgoing correspondence, factory and site instructions, NCR, RFI, MIR, WIR, MTS, MS&RA, ITP, and letters.
- Assist the management/department of outgoing submittals, transmittals, reports, and drawings.
- Registering all incoming and outgoing correspondences, MoMs, drawings & technical submittals.
- Identify documentation interfaces between the Client and the other project participants.
- Develop and maintain open communications and positive working relationships with all project participants providing advice and support when required
- Provided information regarding the document control team for the weekly and monthly reports.
- Oversaw document control for a major construction project, ensuring document integrity.
- Ensured document accuracy, backup, archiving, and compliance.
- Document control audits and improved filing systems for easy retrieval

- Technical Submittals & Process Optimization
- Process Implementation
- Strategic Planning
- Concord Software Expertise
- Ability to Analyse Data
- Variance reporting
- Compliance Reviews
- Internal Audits
- Accounting Management
- Cost Variance Analysis
- Month - End Close Process
- Ability to Prepare Financial Statements
- Account Reconciliation
- Financial Analysis
- Bookkeeping
- Query Resolution

Accounting Software:

- QuickBooks
- XERO
- Symbol CBS 8.5

SOFT SKILLS

- Communication
- Interpersonal skills
- Leadership
- Problem-solving
- Attention to detail
- Positive Attitude

Document Controller

August 2021 - October 2023



ALTAFA GEN CONT CO.
Saudi Arabia

- Develop and maintain document control processes for the efficient management and recording all documentation.
- Liaise with Project Management & team, Client, and Sub-contractors effectively and resolve problems and issue's relating to documentation.
- Sorting and retrieving electronic and hard copy documents on behalf of clients and industry professionals.
- Ensuring all documentation meets formal requirements and required standards.
- To maintain a safe and secure working environment within Document Control.
- Assist with the general project administration.

Banking Officer

April 2014 - July 2021



MCB Bank Limited
Pakistan

Seven (07) years of experience in the Corporate Sector, starting as a General Banking Officer for MCB Bank Limited in Hyderabad, Pakistan, and progressing to Branch Supervisor and Trade Officer.

Trade Officer

- Maintained efficient filing systems and database management, ensuring easy retrieval of information.
- Visit & inspection of Stocks/Inventory of Customer/Borrower, prepare Visit / Inspection report, and issuance of Delivery Orders to release Pledged Stocks.
- Processed customer transactions accurately and efficiently while adhering to security and compliance.
- Maintained and updated the import/export bill register of the Branch.

Branch Supervisor

- Supervised office operations, including maintenance and procurement of office supplies and equipment.
- Conducted regular audits to maintain accuracy in branch transactions and account records.
- Delivered exceptional customer service, addressing inquiries, and resolving problems while maintaining a high level of professionalism.
- Contribute to the fulfilment of department and company objectives and goals.

General Banking Officer

- Demonstrated expertise in identifying and mitigating potential fraud and transaction risks.
- Processing customer deposits, withdrawals, and payments.
- Increased knowledge of banking products and services by actively participating in available training classes and workshops.

Accountant

October 2010 – March 2014



M/S Al-Noor Oil Extraction Plant Pvt Ltd
Pakistan

- Managed financial reporting, budgeting, and forecasting for clients across various industries.
- Prepared financial statements, tax returns, and reconciliations for clients, ensuring accuracy and timeliness.

CERTIFICATIONS

Certificate in Information Technology (C.I.T)

Hyderabad Pakistan

OSHA 30 Hrs.

(Occupational Safety and Health Administration)

IOSH

Tax Practitioners

Government of Pakistan

MS Office

- Assisting with sales / purchase ledger duties, cash books, and payroll.
- Maintenance of Internal and External Audit Schedule.
- Maintenance of Validation & Risk Assessment Records.
- Conduct regular business reviews of financial performance.
- Monthly / quarterly management accounts preparation
- Maintenance of Validation & Risk Assessment Records.
- Salary Entry and reconciliation

Assistant's Auditor

June 2009 – September 2010



Mustafa Ahmad & Co
Pakistan

- Develop an understanding of financial, operational and system processes and relevant controls.
- Review work papers prepared by auditors for adequacy of content and reasonableness of conclusions.
- Managed calendars and prioritized meetings, ensuring optimal time management.
- Account Audits and preparation of balance sheet
- Debtor and Creditor reconciliations.

AWARDS

Star Awards

(MCB Bank Ltd)

Appreciation Certificate

(Tamimi PEB)

Appreciation Shield

(Tamimi PEB)

EDUCATION

Master of Business Administration (MBA) - 2013 University of Sindh, Pakistan

- Accounting and Finance

Bachelor of Commerce (B.Com) - 2009 University of Sindh, Pakistan

- Management, Economics, Accounting and Finance

Higher Secondary School Certificate (HSSC) - 2006 B.I.S.E Hyderabad, Pakistan

- Pre-Engineering

Secondary School Certificate (SSC) - 2004 B.I.S.E Hyderabad, Pakistan

- Science

PERSONAL PROFILE

Father's Name: Maqbool Khan

Date of Birth: 11 February 1989

Iqama No. 2554536314

Iqama Status: Transferable

Nationality: Pakistani

Religion: Islam

Languages: English, Urdu

TRAINING

First Aider (Bureau) - 2024 Tamimi PEB, Saudi Arabia

Fire Wardan (Bureau) - 2024 Tamimi PEB, Saudi Arabia

Prudential Regulations for SMEs Financing – 2020 MCB Bank Limited, Pakistan

Trade-Based Money Laundering – 2020 MCB Bank Limited, Pakistan

- Attended 15 days training of Bank Officer at MCB Staff College.
- Attended One Day Session organized by SBP over SME & ME Financing Policy.
- Special course attended on KYC/AML SBP compliance.

- I hereby declare that all the above information is true and correct to the best of my knowledge and belief.

Yours truly,

Muhammad Aamir Khan