



SOHAIB KHAN

Document Controller

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- Address: Riyadh, Saudi Arabia
- Languages: English, Arabic, Urdu
- Iqama Number: 2601721828

ABOUT ME

I am a detail-oriented **Document Control** with experience in managing, editing, and formatting technical documents. I have Worked with tools like SharePoint, Aconex, and Microsoft Office to support document workflows and eForm Development. I enjoy organizing information and ensuring accuracy and clarity. I worked well with teams and take initiative to solve problem efficiently.

EDUCATIONAL QUALIFICATION

- Bachelor of Science (4 Years) in Life Science**
University of Malakand, Pakistan
- Diploma in Information Technology**
Board of Technical Education Peshawar

PROFESSIONAL EDUCATIONAL

Document Management



NEBOSH IGC



ISO 9001 : 2015 (QMS) Lead Auditor



Occupational
Safety & Health
American Society

OSHAS

CERTIFICATIONS

GOOGLE SOFT SKILLS PROGRAM



IT ESSENTIALS



MS EXCEL ESSENTIALS



DOCUMENT MANAGEMENT



SKILLS

- Proofreading, editing, formatting, and version control
- Clear and concise documentation for technical and non-technical audiences
- Microsoft Word, Excel, PowerPoint, Outlook, SharePoint, Adobe Acrobat, Figma, and Aconex proficiency
- Workflow mapping, process streamlining, and eForm creation
- Basic understanding for form design and user-friendly document interfaces
- Assisting with document errors, user access issues, and content fixes
- Effective communication and coordination with site teams
- Report Writing and Documentation
- Meeting deadlines and managing multiple document requests

WORK EXPERIENCE

• **Company: Alayuni Contracting Company**
Job Type: Full Time
Position: Assistant Document Controller
Duration: Aug 2024 – Jan 2025

• **Company: Mobarak Merai Al Salomi Contracting Company**
Job Type: Full Time
Position: Document Controller
Duration: July 2023 – Jun 2024

• **Company: BuildsMore & CO**
Job Type: Full Time
Position: Document Controller
Duration: Nov 2022 – March 2023

DUTIES AND RESPONSIBILITIES

- Maintain and manage all documents (hard and soft copies) in an organized and secure manner.
- Ensure proper document classification, sorting, filing, and archiving.
- Control the issuance, distribution, and retrieval of documents as per company or project procedures.
- Track and update document versions, ensuring only the latest revisions are used.
- Coordinate with various departments to collect, check, and verify project or company documents.
- Assist in preparing reports and maintaining logs related to document status and distribution.
- Handle confidential and sensitive documents with discretion.
- Conduct regular audits to ensure document control processes are being followed
- Monitor and maintain document control systems, whether manual or electronic (e.g., EDMS).
- Ensure documents are backed up and stored securely to prevent data loss.

LANGUAGE SKILLS

- English: Advanced
- Arabic: Beginner
- Urdu: Advanced
- Pashto: Native Speaker

COMPUTER PROFICIENCY

- Microsoft Office Suite
- Data Entry and Record Management
- Email Communication and Scheduling
- Document Control Systems (e.g., SharePoint, DMS)
- Using Checklists and Forms Digitally

DECLARATION

I hereby declare that all the details mentioned above are true to my best of my knowledge. If I am appointed for the post I assure you that I will do my best for the organization welfare.

Thanks and Best Regards


SOHAIB KHAN
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