



# NOOR UL AMIN

## DOCUMENT CONTROLLER | ACONEX SYSTEM

### CONTACT

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- Riyadh, Saudi Arabia

### SKILLS

- Projects Management, Documentation
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

### EDUCATION

- 2005**  
ALLAMAIQBAL OPEN UNIVERSITY-  
ISLAMABAD -PAKISTAN  
Bachelor of Education (B.Ed.)
- 1999**  
PESHAWAR UNIVERSITY (PAKISTAN)  
Bachelor of Arts (B.A)
- 1999**  
GOVERNMENT ELEMENTARY COLLEGE  
SWABI-AMBAR (PAKISTAN)  
Primary Teaching Certificate (PTC)
- 2000**  
MAARIF INSTITUTE OF INFORMATION  
TECHNOLOGY, MARDAN (PAKISTAN)  
DIPLOMA IN COMPUTER SCIENCE

### PROFESSIONAL & CAREER OBJECTIVE

A dedicated and results-oriented Document Controller with over 10 years of experience in administration and technical project support at THALES International Company (Gulf). Skilled in managing comprehensive document control systems using Aconex, SharePoint and related platforms, ensuring alignment with client and consultant requirements on large-scale infrastructure and security projects in Saudi Arabia.

Experienced in document tracking, version control, transmittals, and submittals, with a solid grasp of compliance procedures and best practices. Known for precision, efficiency, and a strong commitment to quality in fast-paced, multicultural environments.

### WORK EXPERIENCE

#### PROJECT DOCUMENT CONTROLLER | APRIL- 2019 - DECEMBER-2019

##### SAJCO-Shibh Al Jazira Contracting Co. Saudi Arabia (Saudi Aramco – Road Construction Project)

- Managed project documents in compliance with Aramco standards.
- Handled submission, tracking, and distribution of drawings, RFIs, and transmittals.
- Maintained updated logs and ensured proper archiving of approved documents.
- Coordinated with engineers and departments for timely document flow.
- Prepared and maintained Minutes of Meeting (MOM) for project progress meetings.
- Ensured accuracy, confidentiality, and version control of all documents.
- Maintained hard and soft copies of documents as per document retention policies.
- Followed up with stakeholders for pending approvals and document clarifications.

#### PROJECT DOCUMENT CONTROLLER - | 2010 - 2019

##### THALES Security Solutions & Services Company-Saudi Arabia

I have been involved in various projects at THALES Saudi Arabia as a Project Assistant and Document Controller with responsibilities including:

- Project documentation
- Managed document workflows using Aconex and SharePoint, ensuring timely submission, review, and approval of project documents.
- Validation and approval of document submissions from clients
- Scheduling regular meetings
- Preparing and providing documentation to internal teams and stakeholders
- Coordinating quality controls to ensure deliverables meet requirements
- Creating presentations
- Performing administrative duties
- Tracking overall reports and progress
- Ensured compliance with client requirements and project documentation standards across multiple high-security industrial projects.
- Supported project handover by preparing and compiling final documentation packages in digital and hardcopy formats.

## COMPUTER SKILLS

- Computer Hardware: Assembling, installation & Trouble shooting
- Operating System : Win98, Win2000, Me, Xp, Windows7, Windows10
- Office Suite : MS Word, Excel, PowerPoint, Outlook Express
- Database : MS Access, VB Data Base and Google Sheets and forms
- Script Language : HTML, VB script, CSS
- Programming and Scripting:
  - Visual Basic
  - MS Access Database
  - Web Development Contents Management
  - VBS(using windows Script Host)
  - Html
  - Batch
- Document Management Systems:
  - Aconex
  - SharePoint
- AI & Automation
- Typing Speed: Experienced type writer with typing speed of 60 words per minute.

## PERSONAL DETAILS

- Father Name: Sher Nawas Khan
- DOB: 3rd April, 1978
- Sex: Male
- Nationality: Pakistan
- Marital Status: Married
- Driving License: Valid Driving License
- IQAMA : Valid Transferable Iqama

## LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Arabic (Basics)
- Pashto (Native)

### ● Projects Involved:

- SABIC-PETROKEMYA Upgradation and Integrated Security System Project, Jubail
- SABIC-SHARQ Upgradation and Integrated Security System Project, Jubail
- SABIC-AR RAZI Upgradation and Integrated Security System Project, Jubail
- SABIC-SADAF Integrated Security System Project, Jubail
- SABIC-GAS Upgradation and Integrated Security System Project, Jubail
- MAADEN Security System Project
- SAUDI CHEVRON PHILIPS Co and NCP Security System Project, Jubail
- PTC-Polysilicon Technology Company Security System Installation Project, Jubail
- IBN SINA Security System Project, Jubail
- Royal Commission Integrated Security System Project, Jubail
- SAMAC-CTIC Security System Project, Jubail
- SEP-Kemya (Daelim) Security System Project, Jubail

### ● BESIDE ABOVE SKILLS AND WORK EXPERIENCE:

- Communication: Excellent verbal and written skills.
- Teamwork: Proven ability to collaborate effectively.
- Problem Solving: Strong analytical skills for effective decision-making.
- Adaptability: Flexible and open to new challenges.
- Time Management: Proficient in prioritizing tasks to meet deadlines.
- Leadership: Experience in leading and motivating teams.
- Interpersonal Skills: Ability to build positive relationships.
- Attention to Detail: Meticulous in ensuring accuracy.

### ● AVAILABILITY:

Ready to join immediately.

### ● REFERENCES:

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