

Dear Hiring Manager,

I hope this message finds you well.

I am writing to express my interest in the Document Controller position as your esteemed organization. With my detail-oriented nature and exceptional organizational skills, I believe I am in a perfect position to contribute significantly to your team.

With over 11 years of experience as a document controller in the construction industry, I possess a comprehensive understanding of document control principles, regulatory standards, and project management practices. I am proficient in utilizing a variety of document management systems and software, which I believe will greatly contribute to your team.

I have keen attention to detail, excellent communication skills, and I am comfortable working both independently and in a team setting. Furthermore, I am confident in my ability to streamline processes and create systems that improve efficiency and productivity.

I am excited about the opportunity to bring my skills and experience to your organization and I am confident that I could provide value from day one.

Thank you for considering my CV. I look forward to the opportunity to further discuss how I can contribute to your team.

Thanks & Best regards,

Samsher Ali

## CURRICULUM VITAE

### MOHAMAD SAMSHER ALI

Mobile No. +966 539662059

Email: [samseeralam9876@gmail.com](mailto:samseeralam9876@gmail.com)

Current Location: Riyadh - KSA

Position: Document Controller / Administration

Experience: 11 Years (GULF)

### OBJECTIVE:

I am detail-oriented and organized Document Controller with over 11 years of experience in managing technical and administrative document in industries such as Construction / Oil & Gas / Engineering. Proven ability to maintain accurate records, ensure document compliance with standards, and support project efficiency. Proficient in Aconex, EDMS, PmWeb, Oracle with strong communication and coordination skills.

### Educational Qualification:

- Master of Arts (M.A.) In Political Science – From Indira Gandhi National Open University (IGNOU) -2008 (DELHI) INDIA.
- Bachelors of Arts (B.A) in Political Science- From Vinoba Bhave University Hazaribag 2003 (Jharkhand) INDIA.
- Diploma in Computer Application (DICA) Completed. From Softec Technologies-2009 Patna (Bihar).

## PROFESSIONAL EXPERIENCE

### ➤ EMPLOYMENT DETAILS: - GULF

From 08.05. 2023 To Present

Company : Modern Building Leaders- (MBL) Riyadh, KSA

Projects : AL Diriyah Farm – Riyadh

Consultant : GOLF SAUDI, HESCO, CRACKNELL

Position : Document Controller

From 19.05. 2017 To 27.01. 2021

Company : Azmeel Contracting Company- Jubail, KSA.

Projects : SABIC-AI Mutrafiah Infra & Housing Project

Position : Document Controller



**MBL**



**From** 22.10. 2011 To 21.12. 2016



**Company** : Marbu Contracting Company- Doha Qatar.  
**Projects** : Head office  
**Position** : Document Controller

**Job - Responsibilities:**

- Organize and maintain documents, both physical and digital.
- Manage and control project documentation, ensuring timely updates, distribution and filing.
- Ensure all documents are properly filed and accessible.
- Maintain document control registers and logs.
- Implement and maintain electronic document management systems (EDMS).
- Provide timely and accurate documentation during internal or external audits.
- Control who can view or edit documents.
- Ensure confidential documents are protected.
- Work with different departments to gather and distribute documents.
- Coordinate document flow between teams, clients or contractors.
- Ensure all project document are stored and archived properly for easy retrieval and reference.
- Ensure all documents are current, with proper tracking of revisions and approvals.
- Implement access controls to protect sensitive information.
- Ensure authorized personnel can quickly access needed documents.
- Coordinate document flow between engineering, procurement, and construction teams.
- Ensure project related documents are complete, up to date and available on time.
- Provide support to project team in accessing and retrieving project documents as needed.
- Maintained organized filing systems for project and technical documents.
- Assisted the document control in daily tasks such as scanning, uploading, and data entry.
- Ensured confidentiality and accurate labeling of company documents.
- Contribute to quality control by verifying that all documentation is accurate and approved.
- Collaborate with the project team to ensure that all documentation complies with project, specification industry standards, and regulation.
- Assist in the preparation of project progress reports by providing accurate and up to date document control information.
- Supported engineering and construction team by providing timely access to required documents.
- Support quality assurance processes by maintaining accurate records of all project related documents.
- Support audits and ensure easy retrieval of project records.
- Train staff on document control systems and procedures.
- Provide support in retrieving of managing documents.
- Track changes and maintain up to date versions of documents.
- Assist in the preparation of project closeout documentation, ensuring all relevant records are properly archived and handed over to the client.

**Key Skills:**

- Document Management Systems (DMS)
- Aconex / EDMS / Oracle / PmWeb
- Audit Support & Compliance
- File Indexing & Archiving
- Version Control & Document Tracking
- Microsoft Office (Word, Excel, Outlook)
- Internal & External Document Coordination
- ISO Standards & Quality Procedures

**PERSONAL INFORMATION**

- Date of Birth 10.11.1980.
- Gender Male
- Marital Status Married
- Nationality Indian
- Language Know
- English Fluent
- Arabic Basic
- Hindi Fluent
- Urdu Fluent
- Permanent Address Vill-Brindaban Malahi Tola, Post Brindaban Dist-Gopalganj (Bihar) INDIA.
- Hobbies Swimming.

**Declaration:**

I do here with declare that all the above information mentioned by me is true to the best of my knowledge and belief.

**Md.Samsher Ali**

**Signature**



أزميل  
AZMEEL

مقاولات  
Contracting

تحت إشراف إعادة التنظيم التالي

DATE: 20-08-2022	التاريخ: 2022-08-20 م
Sub. Service Certificate	الموضوع: شهادة خدمة
This is to certify that the below mentioned was working with the company.	نشهد بهذا بأن المذكور أدناه كان أحد العاملين لدى الشركة.
Name: MOHAMAD SAMSHER - ALI	الإسم : محمد شامشير - علي
Nationality : Indian	الجنسية: هندي
Employee No.: 60291	الرقم الوظيفي: 60291
National ID / Passport No : M6183913	رقم الهوية الوطنية/الجواز : M6183913
Hire Date: 19-05-2017	تاريخ التوظيف: 2017-05-19 م
Service End Date: 27-01-2021	تاريخ نهاية الخدمة: 2021-01-27 م
Last Position: Documents Controller	آخر وظيفة له: منظم وثائق
This certificate has been issued upon a request from the employee.	لقد تم إصدار هذه الشهادة إلى المذكور بناء على طلبه.
Regards	وتقبلوا التحية
Humoud Al Qahtani Human Resources Manager	 حمود القحطاني مدير الموارد البشرية

HRF-71-Nov.1,2010-rev.April 02,2015



فرع الدمام  
Dammam  
P.O. Box 3043  
Dammam-31471 KSA  
Tel.: +966 13 826 7250  
Fax: +966 13 826 2196  
س.ت. 2050018037

شركة أزميل للمقاولات  
Head Office : JUBAIL  
P.O. Box 11662, Jubail Industrial City 31961 KSA  
Tel.: +966 13 3473777, Fax: +966 13 3471999  
س.ت. 2055002293

فرع الخفجي  
Khafji  
س.ت. 2057002505  
فرع الرياض  
Riyadh  
س.ت. 1010197858

MCC/CER/560/2017

April 15<sup>th</sup> , 2017

## TO WHOM IT MAY CONCERN

This is to certify that Mr. Mohamad Samsheer Ali holder of Indian Passport No. M6183913 was working in our company as a Document Controller since 22-10-2011 up to 21-12-2016.

This certificate is issued upon his request without any responsibility on Marbu Contracting Company W.L.L.

For MARBU CONTRACTING CO. W.L.L.



ALI AL HAKEEM  
General Manager  
AS/st

**MARBU**  
شركة ماربو للمقاولات ذ.م.م  
MARBU Contracting Company W.L.L.  
P.O.Box : 5196 Doha - Qatar

cc: Personnel File



**इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय**  
**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**STUDENT REGISTRATION & EVALUATION DIVISION**  
Maidan Garhi, New Delhi - 110 068  
**STATEMENT OF MARKS**

MASTER OF ARTS (POLITICAL SCIENCE)

CERTIFICATE NO. G 0003924  
10021

MPS 054170345  
MOHAMAD SAMSHER ALI  
C/O ABDUL QUDUS ANSARI  
ISAPAN SHOP AZADNAGAR  
PO SIWANDIH  
BOKARO 827011  
JHARKHAND

DATE:  
13/08/2008

TERM-END EXAM: DECEMBER - 2007

COURSE CODE	SCORE IN CONTINUOUS EVALUATION						ACEM	ACEG	SCORE IN T.E.E./PROJECT/DISS		WEIGHTAGE		OVERALL MARKS	MAX MARKS	CRS GRD	CRS STS	
	ASSG-1		ASSG-2		ASSG-3				MKS	GR	ACEM	T.E.E./PROJ./DISS.					
	MKS	GR	MKS	GR	MKS	GR											
MPS01	68	B	78	B	#	#	73	B	63	B	22	44	66	100	B	SC	
MPS02	67	B	56	C	#	#	62	B	50	C	19	35	54	100	C	SC	
MPS03	75	B	75	B	#	#	75	B	56	C	23	39	62	100	B	SC	
MPS04	58	C	70	B	#	#	64	B	44	D	19	31	50	100	C	SC	
MPSE01	73	B	#	#	#	#	73	B	40	D	22	28	25	50	C	SC	
MPSE02	56	C	#	#	#	#	56	C	54	C	17	38	28	50	C	SC	
MPSE04	74	B	#	#	#	#	74	B	48	D	22	34	28	50	C	SC	
MPSE05	77	B	#	#	#	#	77	B	46	D	23	32	28	50	C	SC	
MPSE06	74	B	#	#	#	#	74	B	54	C	22	38	30	50	B	SC	
MPSE07	78	B	#	#	#	#	78	B	56	C	23	39	31	50	B	SC	
MPSE08	61	B	#	#	#	#	61	B	42	D	18	29	24	50	D	SC	
MPSE09	57	C	#	#	#	#	57	C	60	B	17	42	30	50	B	SC	
Total Credits required for completion :												GRAND TOTAL		456	800		

Credits Completed : 64  
64

**MASTER OF ARTS (POLITICAL SCIENCE) SUCCESSFULLY COMPLETED WITH 57.00 %**

Abbreviation Used :

ASSG : Assignment  
GR : Grade  
ACEG : Average Continuous Evaluation Grade  
DISS. : Dissertation  
PROJ. : Project  
CRS GRD : Course Grade  
CRS STS : Course Status  
\* : Not Submitted/Absent/Result Later; as the case may be

MKS : Marks  
ACEM : Average Continuous Evaluation Marks  
T.E.E. : Term - end Examination  
TEM : Term - end Examination Marks  
SC : Successfully Completed  
NC : Not Completed

Marks in Assignment, Term-end Examination and Project work/Dissertation (wherever applicable) are shown out of 100

For Evaluation Methodology & course details, see overleaf

**REGISTRAR (SR&ED)**

Ph-0612-3266843

Cerno: n-163/sep/ 2010

regno: 1263/Bihar/2008-2009

# Softech technologies

(Runs under Softech Technologies and welfare Foundation, Mirjapur, Saran)

3<sup>rd</sup> Floor, Jagdamba Tower, Sahdeo Mahto Marg, Boring road, patna-800001

This is being certify that **Samsher Ali S/O Abdul qudus Ansari** has  
Successfully completed the Course

## “Diploma in Computer Applications”

And in Examination he has gained 82 Percent Marks.

The grade ‘A’ is being awarded to him for this.

### Grade List:

‘A’:70 percent and above

‘B’:55 to 70 percent

‘C’:55 percent and below

*Beauty Kumari*  
Centre Head

Beauty Kumari

ACADEMIC HEAD

*NAVNEET PRIYA*  
ACADEMIC HEAD

PRESIDENT

*SRIJANTY ANAND*  
PRESIDENT

# DANITE ENGINEERS & PETROCHEM SERVICES



YOU DESIRE WE DELIVER

## CORPORATE OFFICE :

SAINI ENCLAVE

A-5, The Mahul Sea Breeze Co-op. Hsg. Soc. Ltd.,

Near BPCL Main Gate, Mahul, Chembur, Mumbai - 400 074. MAHARASHTRA

Tel. : 022-2554 6125 Fax : 022 - 2554 6134

Mobile : 09821123895

Email : ranjit\_partner@hotmail.com, harbhajan\_partner@hotmail.com

Ref: DEPS/DC/3310/2023

Date: 24.02.2023

## TO WHOM IT MAY CONCERN

This is to certify that **MR. MOHAMAD SAMSHER ALI** has been worked with us in the capacity of "**DOCUMENT CONTROLLER**" for the period from 15.06.2021 to 24.02.2023 at our site B.P.C.L. Refinery Chembur Mumbai 400 074.

During the tenure he was found, sincere punctual and hard working man. His work was very satisfactory. He was capable to handle the work. To the best of our knowledge and belief he bears a good moral character.

This certificate has been issued upon his request for his better prospects without any obligation to the company.

We wish him all the success for his future life.

For **Danite Engineers & Petrochem Services**



(Authorised Signatory)

## SITE OFFICE :

RESHAM HOUSE, Plot No. 924, I.P.C.L. Road, Near Dhawal Talkise, Ranoli Village, Baroda - 391350. GUJRAT.

Tel: 0265 - 6531144 Telefax : 0265 - 2240766 Mobile : 09821123895