

MUHAMMAD FAHIM ZADA

Procurement Specialist | Document Control Expert | Project Coordinator | Multidisciplinary Engineer

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Summary

Experienced professional with 17+ years in document control and procurement for multidisciplinary projects, including HVAC, plumbing, low voltage electrical systems, and lighting. Skilled in managing procurement cycles, securing approvals, and negotiating favorable terms to deliver high-quality materials at competitive prices. Proven track record in handling documentation and procurement for office buildings, high-rises, residential, and educational projects. Strong problem-solving skills and ability to optimize workflows under tight deadlines. Seeking to leverage leadership and technical expertise as a Document Controller, Senior/Lead Document Controller, Documentation Expert, or Procurement/Purchase Officer to enhance project delivery and operational excellence.

Skills

- Procurement Management
- Document Control
- Project Coordination
- Vendor Negotiation
- Material Sourcing
- Quality Assurance
- Multidisciplinary Projects
- HVAC Systems
- Plumbing Systems
- Electrical Systems
- Low Voltage Systems
- Contract Management
- Inventory Control
- Approval Processes
- Workflow Optimization
- Risk Management
- Team Leadership
- Communication Skills
- Time Management
- AutoCAD Drafting
- Microsoft Office
- Presentation Skills
- Multitasking Ability
- Problem Solving
- Stress Resilience
- Interpersonal Skills
- Attention to Detail
- Process Improvement

Professional Experience

MEP Material Specialist - Document Controller

Reem Capital Contracting LLC, Dubai

Aug 2016 - Feb 2019

Projects:

- 2 Basement + Ground + 7 Floors Residential and Commercial Building, Al Jaddaf – Dubai (Client: Mr. Abdulhamid Mohammed Saeed Al Ahmadi)
- 15 Town Houses, Al Barsha – Dubai (Client: M/s Al Ghurair Real Estate; Project Value: 26 Million AED) – 3 Types of Townhouses
- 17 Town Houses, Al Barsha – Dubai (Client: M/s Al Ghurair Real Estate; Project Value: 28 Million AED) – 2 Types of Townhouses
- 2 Basement + Ground + 6 Floors Residential and Commercial Building, Al Barsha – Dubai (Client: M/s Al Ghurair Real Estate; Project Value: 45 Million AED)
- Ground + 4 Podiums + 16 Floors Residential and Commercial Building, JVC – Dubai (Client: Mr. Ahmed Matar Majed Tareh Alkhyeli; Project Value: 170 Million AED)
- 2 Typical Ground + Podium + 4 Floors Residential Buildings (Belgravia-3 and Belgravia-4), JVC (Client: M/s Mabuhay Limited; Project Value: 120 Million AED)
- Ground + 3 Floors Residential and Commercial Building, Al Hamriya – Dubai (Client: M/s Al Ghurair Real Estate; Project Value: 22 Million AED)
- 2 Ground + 3 Commercial and Residential Buildings, Umm Hurair – Dubai (Client: M/s Al Ghurair Real Estate; Project Value: 125 Million AED)
- Managed procurement and inventory of MEP materials, ensuring timely availability aligned with project schedules.
- Coordinated with vendors and suppliers for material specifications, quotations, and delivery timelines.
- Maintained accurate documentation of material submittals, approvals, and delivery notes in compliance with project requirements.
- Controlled and organized technical documents, drawings, and correspondence related to MEP work.
- Liaised with project engineers and contractors to resolve material discrepancies and ensure quality standards.
- Ensured compliance with company and industry standards in material handling and documentation processes.
- Prepared and submitted regular reports on material status, inventory levels, and document control activities.
- Utilized document management systems to archive and track project documentation efficiently.
- Conducted quality checks on incoming materials to confirm conformity with specifications.

Document Controller - Material Coordinator

Paradises MEP – Abu Dhabi

Jun 2015 - Jul 2016

Projects: Construction of New International School, Ruwais – M/s ADNOC

Project Value: 145 Million AED

Scope: G+1 Building for new international school

Project: Residential & Commercial Towers (Post Office Towers), Rashid Bin Maktoum Road – DOPA

Project Value: 330 Million AED

Scope: 3 Common Basements, Ground + 5 Podiums + 2 Towers with 21 Typical Floors each, Services & Roof

- Managed comprehensive documentation control systems, ensuring accurate filing, tracking, and retrieval of all project-related documents.
- Coordinated procurement and timely delivery of materials to support project schedules and avoid site delays.
- Maintained updated records of material inventories, deliveries, and usage to optimize resource allocation.
- Collaborated closely with project teams, suppliers, and subcontractors to resolve material discrepancies and expedite procurement.
- Controlled document revisions and versioning to maintain document integrity throughout project phases.
- Prepared detailed reports on document status, material availability, and inventory levels for project management.
- Ensured compliance with safety, quality standards, and regulatory requirements in material handling and documentation.
- Utilized project management software to streamline document control and material coordination processes, improving operational efficiency.

Document Controller - Procurement Assistant

National Holdings and Al Mojil – Abu Dhabi

May 2014 - May 2015

Project: Residential Complex on Hazza'a Bin Zayed Street, Abu Dhabi

Project Value: 70 Million AED

Scope: 5 Buildings (Basement + Ground + 2 Typical Floors + Roof + Infrastructure)

- Coordinated procurement processes by obtaining quotations and preparing detailed price comparisons to support cost-effective purchasing decisions.
- Managed material submittals by liaising with suppliers, securing approvals from management, and ensuring compliance with project specifications.
- Prepared and maintained comprehensive project reports aligned with stakeholder requirements for accurate progress tracking.
- Efficiently handled intake, scanning, verification, and systematic storage of all project documents to maintain document integrity and accessibility.
- Controlled document flow within the department, ensuring timely distribution and retrieval of files for internal teams and clients.
- Retrieved and provided necessary documents promptly to employees and customers, supporting smooth project operations.
- Maintained accurate records to facilitate audit readiness and compliance with organizational and regulatory standards.
- Assisted in supplier evaluation and vendor communication to enhance procurement efficiency and project supply chain reliability.

Document Controller - Site Supervisor

Shah's Particle Board, Nowshera - KPK, Pakistan

Dec 2010 - Dec 2013

- Conducted regular maintenance and troubleshooting for the operational particle board manufacturing plant, ensuring minimal downtime and optimal machine performance.
- Prepared detailed machine performance reports, analyzing efficiency and recommending improvements to enhance productivity.
- Led the installation and maintenance of the Shah's Particle Board manufacturing plant (Plant-02), overseeing technical and operational aspects to guarantee seamless commissioning.
- Managed the extension projects for the Veneer Production Plant and Lamination Plant, coordinating with teams to ensure timely and quality completion.
- Monitored compliance with safety standards and operational procedures at the site to maintain a safe working environment.

Office Assistant

Aster Universal, Karachi, Pakistan

Mar 2007 - Sep 2010

- Prepared and maintained daily, weekly, and monthly production and maintenance reports to ensure accurate operational tracking.
- Monitored and followed up on the production progress of priority items to meet deadlines and optimize workflow.
- Coordinated between departments to facilitate smooth communication and timely resolution of production issues.
- Managed record-keeping of production data and maintenance schedules to support audit readiness and performance analysis.

Assistant Equipment Engineer - Procurement Assistant - Forklift Operator - Office Coordinator

HAIER Multinational Home Appliances Factory, Lahore, Pakistan

Mar 2001 - Jan 2007

- Assisted as Equipment Engineer during the installation of Refrigerator Assembling and Production Plant, ensuring smooth setup and operational readiness.
- Supported maintenance activities for the production plant, troubleshooting and resolving equipment issues to minimize downtime.
- Coordinated with the Chinese installation team to procure locally manufactured materials, optimizing procurement processes and cost efficiency.
- Operated forklift for safe and efficient unloading of raw materials received biweekly, adhering to safety standards.
- Managed office coordination tasks, including file organization and handling inward and outward correspondence to maintain smooth administrative workflow.
- Collaborated cross-functionally to ensure timely project delivery and compliance with technical specifications.

Education

- **Diploma of Associate Engineer**
Board of Technical Education, Peshawar, Pakistan
2000

- **Associate's Degree in Mechanical Engineering**
Government Polytechnic Institute Nowshera
1997-2000

Languages

- **English** – Fluent
- **Urdu** – Fluent
- **Pashto** - Native

References

Will be provided upon request