

RESUME

MOHAMMED SOHAIL AHMED
SAUDI ARABIA
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Professional Summary:

Highly organized and detail-oriented **Document Controller** with over **13 years of experience** managing and overseeing documentation for large-scale construction and IT infrastructure projects. Expertise in handling high-value projects such as **KAPSARC, Atturaif Development, and King Saud University**, ensuring compliance with internal processes, project timelines, and documentation standards. Skilled in maintaining document integrity, supporting audits, and coordinating project-related documents across multiple teams. Proficient in **Microsoft Office, EDMS, and ServiceNow, ERP, ACONEX** with a strong ability to organize, store, and retrieve critical data efficiently. Known for excellent communication, critical thinking, and strong teamwork skills.

SKILLS

Document Control & Administration

- Document lifecycle management (creation, storage, retrieval, archival)
- Internal & external audit preparation and support
- Compliance with organizational documentation standards
- Managing filing systems, document classifications, and retrieval processes

ACADEMIC EDUCATION: -

B.COM (BACHELOR DEGREE OF COMMERCE)

Osmania University-India

Diploma in Complete Business Accounting (CBA-Honors)

IIJT Finance - India

B. ed (BACHELOR DEGREE OF EDUCATION)

Veer Bahadur Singh Purvanchal University - India

EXPERIENCE @ PROJECT SITES

- Project-KAPSARC (Worth 800 million SAR)
- Project-Atturaif Development (Worth 400 million SAR)
- Project-King Saud University (Worth 600 million SAR)
- Central Engineering Department of DSI

Experience Summary:

Company : **DRAKE & SCULL INTERNATIONAL PJSC (RIYADH, SAUDI ARABIA)**

Designation : **Document Controller**

Duration : **Feb 2011 to Sep 2019**

Responsibilities:

- *Managed and maintained all company documents, ensuring proper classification, storage, and retrieval in both electronic and physical formats.*
- *Created and updated document control procedures, forms, and hierarchies to streamline document processes.*
- *Conducted regular document audits to verify accuracy, currency, and compliance with organizational standards.*
- *Ensured accessibility and timely distribution of revised documents to relevant stakeholders.*
- *Oversaw the entire document lifecycle—from creation to archival—while ensuring compliance with company specifications.*
- *Trained and supervised junior document controllers and staff on controlled documentation practices.*
- *Assisted during internal and external audits by coordinating communication and providing accurate documentation.*
- *Designed and maintained effective filing systems, logs, and databases for project-related documents.*
- *Maintained confidentiality and security of company documents, adhering to corporate and labor law guidelines.*
- *Collaborated with project managers and department heads to align document control with project timelines.*
- *Handled employee-related tasks including onboarding, internal transfers, and vacation scheduling with payroll coordination.*
- *Prepared and managed payroll, timesheets, and attendance records while arranging successors for employees on leave.*
- *Utilized MS Office and Electronic Document Management Systems (EDMS) proficiently, with strong typing, editing, and data organization skills.*

Company : **Capgemini Technologies (India)**

Designation : **Facilities Incharge**

Duration : **June 2020 to Oct 2024**

Responsibilities:

- *Maintained accurate documentation of IT assets throughout their lifecycle using **ServiceNow**, **MS Excel**, and **MS Word**, ensuring compliance with internal processes.*

- *Handled documentation and coordination for the pickup and delivery of over **60,000 IT assets** across PAN India, including remote and in-city logistics.*
- *Reconciled shipping documents, vendor disposal reports, and purchase orders against asset records, ensuring consistency and accuracy in the document control system.*
- *Created and managed document workflows for **hardware damage claims**, software updates, and spare part replacements.*
- *Regularly audited and validated asset records and document repositories to identify and resolve discrepancies or missing information.*
- *Collaborated with internal teams, third-party logistics, and courier services to ensure accurate documentation during pickup, delivery, and return of IT assets.*
- *Trained asset handling teams on proper documentation procedures, packaging standards, and compliance protocols to prevent asset damage.*
- *Tracked and followed up on PC surrender requests by employees nearing their last working day, documenting all communication via email and internal systems.*
- *Generated and shared **monthly reports** summarizing dispatched, delivered, and returned IT assets, ensuring proper documentation for audits and internal review.*

Soft Skills:

- *Excellent verbal and written communication*
- *Proficient in computer software programs such as, word processors, spreadsheet programs, and database systems*
- *Basic analytical experience*
- *Proficient typing skills*
- *Data organization and storage knowledge*
- *Adaptive, Flexible, and a Team Player*
- *Fast Learner with an Optimistic Nature*
- *Critical Thinking, Problem Solving, and Time Management*

PERSONAL INFORMATION: -

Name : Mohammed Sohail Ahmed
Gender : Male
Marital Status : Married
Nationality : Indian
Iqama : Valid (Transferable)
Languages Known : English, Arabic, Hindi, Telugu & Urdu.
DRIVING LICENSE : YES (India & Saudi Arabia valid driving license)