

Taufeeq Ahmad



Cell # +966-597508786
Riyadh. (K.S.A)

E-mail:
taufeeqking01@yahoo.com

SUMMARY

Document Controller (Aconex) Over 15+ years of demonstrated experience in construction industry on various mega projects including infrastructure facilities, buildings, road networks, shopping malls, villas, towers, and high-rise buildings. Attentive to detail and familiar with Aconex, with proficiency in other document management systems.

ACONEX:

- Experience for the planning, Customizing and deployment of Program EDMS System (ACONEX) and ensure all project partners communicate through the system. Plan, organize, and implement systems for efficient document processing, including design and supplier documents, communication, and all other project document types.
- Solid and proven experience in MS Office, SharePoint, Adobe Acrobat, ACONEX. Protect and secure confidential and proprietary information.

EXPERTIES & INTERESTS

- | | |
|---|--|
| <ul style="list-style-type: none">✚ Aconex (EDMS) Workflows Transmittal✚ Share Point Data Management✚ Outlook) Computer Software and hardware✚ MS Office (Word, Excel, PowerPoint, | <ul style="list-style-type: none">Info SharingData StorageData ReportingDistribution Matrix |
|---|--|

PROFESSIONAL EXPERIENCES

September 2023 to till date

- Client:
- Location:
- Position:



JLL Project Management
Jones Lang LaSalle



Osool Integrated Real Estate Co.
Riyadh Digital City Document
Controller **Aconex**
Professional Oracle

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Responsibilities:

- Manage external and internal site correspondences via ACONEX & Share Point.
- Manage the control of incoming documents ensuring that document control procedures are followed.
- Maintain accurate records of incoming documents and correspondence and retrieve immediately as required or requested.
- Maintained the shop drawing logs, submittal logs, NCR's logs, FIR & RFC logs, delivery notes & etc.
- In charge of incoming and outgoing correspondence, site instructions, change orders, work instruction requests, contracts, and other forms of pertinent documents from the client and contractor.
- Coordinated with stakeholders, for timely document submission, approvals, and distribution.
- Accurate presentation and editing of complex documents using knowledge of engineering terms.
- Assist in the management of all outgoing documents in particular the issuing of letters, transmittals, reports, and drawings.
- Carry out electronic and hard filing of documents Print and distribute documents as needed.
- In charge of incoming and outgoing correspondence, site instructions, change orders, work instruction requests, contracts, and other forms of pertinent documents from the client and contractor.
- Logged all incoming and outgoing correspondence for easy tracking and future references.
- Ensure that all internally prepared drawings are logged in to the document control system and that all issues are properly logged with appropriate transmittal.
- Performance of other clerical duties including typing and data encoding.

February 2013 to August 2023



Consolidated Consultant
Engineering Environment Group Riyadh

- **Client:**
- **Location:**
- **Position:**



- RAZA Investment Co
- Digital City Phase-II Project
- Riyadh KSA
- Document Controller Aconex & Primavera Contract Management System (Ver-14)

Responsibilities:

- Prepare Metadata sheets for Bulk uploading.
- Scan and upload documents according to Company procedure.
- Keep a record of all folders/files that have been issued to various members of the team and ensure they are returned in a timely manner.
- Ensure that hard and electronic copy project files are archived according to client's policy.
- Review and update documents for maintenance and quality control.
- Establish and maintain record retention timeline.

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- Maintain confidentiality around sensitive documentation.
- Scanning millions of documents preparing old history data on Aconex.
- Coordinated document review and approval cycles, ensuring efficient and effective document control practices.
- document number, title, present revision, status and issue date, document history).
- Establishing document management processes and procedures to ensure consistency and compliance with project-specific requirements & upload document to Aconex.
- Maintained accurate records, including logs, registers, and databases of project documents.
- Registration of documents in database (company document number, contractor.
- Routinely composing draft correspondence and memorandums to project manager of the company.
- Provides secretarial support to the Project Manager relating to diary management, travel arrangements, meetings management, and any other aspects specifically tied to supporting the office in undertaking his duties.
- Responsible for Control the Drawings and other Documents such as Drafting Manual, Design Criteria, specifications, operating manuals, vendor submittals, and study Reports of various disciplines submitted to the Client.

September 2009 to December 2012

- **Location:**
- **Position:**



Arrab Telecom Company Group
Riyadh KSA
Riyadh KSA
Document Controller

Responsibilities:

- Developing and implementing document control procedures and processes to ensure the accuracy and consistency of technical and engineering information.
- Managing and organizing all technical documentation related to the design, manufacturing, installation, and maintenance of mechanical systems and equipment.
- Reviewing and evaluating engineering drawings, schematics, specifications, and bills of materials to ensure conformity and completeness.
- Tracking and maintaining the status of all engineering documentation, including change requests, revisions, and approvals.
- Coordinating with cross-functional teams to ensure that all documents are updated, distributed, and archived in a timely and effective manner.
- Ensure that all internally prepared drawings are logged in to the document control system and that all issues are properly logged with appropriate transmittal.

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ACADEMIC QUALIFICATION

❖ 2002 F.A from Faisalabad Intermediate Board, Pakistan.

Technical qualifications:

- ❖ IOSH MMS Environmental Management & Sustainability [EMS/CPD]
Workplace Safety Compliance, First Aid at Work.
- ❖ Diploma in Computer Applications & Good Knowledge of MS Office.
- ❖ HSSE Global Introduction
- ❖ ISO 45001: Occupational Health and Safety Management Systems Certified
- ❖ ISO 14001: 2015 Environmental Management Systems Certified
- ❖ Project Management Foundation (PMI)
- ❖ Share Point Syntex for Document Management (PMI)

PERSONAL DATA

Name	:	Taufeeq Ahmad
Date of Birth	:	06/06/1985
Nationality	:	Pakistani
Iqama	:	Transferable
Driving License #	:	Valid
Languages	:	English, Arabic, Urdu, Punjabi
Marital Status	:	Married