

MUHAMMAD ALI

(Document Controller)

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Career Objective

Document Controller with 5+ years of experience in project documentation, administration, and management across various projects. Expert in using Microsoft Office and Oracle Aconex for managing documentation processes, ensuring accuracy, and maintaining compliance with regulatory and company standards. Proficient in developing and implementing efficient filing systems and document management solutions to support smooth operations and enhance team productivity.

Work Experience

Position: Document Controller
Project: King Fahad Sports City Project
Company: Kayan Horizon, Saudi Arabia
Client: Ministry of Sports
Duration: September 2024 – May 2025

Position: Document Controller
Company: Sinopec Service, Saudi Arabia
Project: Neom Wind Turbines Power Project
Client: NEOM
Duration: March 2023 – August 2024

Position: Document Controller
Company: Samsung C&T, Saudi Arabia
Project: Riyadh Metro Project
Client: AR Riyadh Development Authority
Duration: October 2022 – February 2023

Position: Document Controller
Company: Al Fajar International, Pakistan
Project: Hydro Power Complex Malakand
Client: Irrigation Department, KPK
Duration: September 2020 – September 2022

Responsibilities:

- Used Microsoft Excel to prepare reports and schedules. Registered incoming and outgoing letters to the consultant and client.
- Administered external and internal site correspondences using the available project software (Aconex).
- Managed the control of incoming documents, ensuring that project document control procedures were followed.

- Maintained accurate records of incoming documents and correspondence, retrieving them immediately when required.
- Managed project documentation using Aconex, ensuring compliance with company and regulatory standards.
- Oversaw document archiving processes and ensured the secure disposal of outdated files to maintain confidentiality.
- Generated daily reports on document uploads, transmittals, and coordination through Aconex Mail.
- Managed office operations and coordination, including receiving, issuing, logging, updating, and maintaining project-related documents.
- Filed documents in both physical and digital records and distributed project-related copies to internal teams.
- Collaborated with teams and stakeholders to facilitate the distribution of project documentation, ensuring deadlines were met.
- Maintained document file systems and document registers for critical engineering documents, keeping both physical and digital records up to date with the latest revisions.

Education

Bachelor Degree in Computer Software Engineering

City University of Science and Information Technology, Pakistan

One Year Diploma in Information Technology

Khyber Pakhtunkhwa Board of Technical Education, Pakistan

Skills

- Document control and Document management
- Record management, Archiving and Retrieval
- File Organization and Indexing documents
- Document Control Procedures
- Microsoft Power BI
- Attention to Detail
- Problem-Solving
- Analytical Thinking
- Good communication
- Database management [SQL, MYSQL]
- Cloud Storage [One Drive, Google Drive]
- MS Office [Word, Excel, PowerPoint, Outlook]

Trainings and Certificates

- Microsoft Office
- SAP ERP Essential
- Git and GitHub version control
- Oracle Aconex Accredited Associate
- Oracle Aconex Accredited Professional

Languages

- English - Fluent
- Urdu - Native
- Arabic - basic