

# CURRICULUM VITAE

## **MOHAMMAD YUSUF ALAM**

(Aconex)

**Contact No. :-** +966-591304296

**Email:** [yusuf.alam500@gmail.com](mailto:yusuf.alam500@gmail.com)

**Iqama Status:** - Transferable

**Driving License KSA:** - Valid

**Industry Experience:** - Fit-out & Construction

**Current Location:** - Riyadh (KSA)



**Desired Position:** Senior Document Controller

### Objective

To learn and develop abilities of working in a competitive environment for a brilliant career, where I could have the opportunity to work enthusiastically for attainment of organizational objective.

**Total Experience:** 14 Years

### Position Overview:

Responsible for the flow and storage of all project documentation (correspondence, contracts, construction documents, engineering, schedules, material approval request, material inspection request, request for information, work inspection request, Document Transmittal, shop drawing, as-built drawing, minutes of meeting, method statement, non conformance report, site observation report, prequalification, Reports etc.) between project operations, engineering disciplines, construction team, and other related support groups. Incumbent is typically responsible for a large project. Plans, organizes, and implements systems for efficient document processing of all communications, supplier documents, design documents, construction documents or other internal or external documents. Has the knowledge of both the work processes of document control and the use of electronic systems used to manage documentation.

### Skills:-

- People oriented, self-**motivated** & hardworking.
- Professional approach to all tasks undertaken.
- Strong attitude in teamwork & leadership.
- Observant with excellent oral and written communication skills.
- Able to work well under pressure to meet dead line.
- Dynamic achievement driven documentation within 10.5 years of high caliber leadership experience in Document Controls of the project coordination in high value construction projects in Saudi Arabia.
- Extensive experience of working in prestigious like power plant, sub-station, housing project, university, government department building, Restaurants, Offices Building. Men & Ladies Gyms.

### Job responsibilities (Senior Document Controller/ Site Administrator):-

- Perform electronic document management system (ACONEX & Monday.com)
- Implements document/data management solutions with a primary focus on document control and record management.
- Process one or more document types through all procedural steps in accordance with well-defined procedure & guideline.
- Ensure the quality documentation and incoming and outgoing register is maintained and documents are shared at key time to facilitate timely project completion.
- Adhere to the company's document lifecycle procedure, processes and as required by the Technical/Project Manager.
- Liaising with and distributing project-related information with the project team, consultant & client.

- Ensure all documents are filed electronically & a weekly back-up is created on Monday.com
- Timely processing and distribution of documentation to the team as project distribution matrix.
- Produce and distribute periodic status reports to project execution and engineering team on the status of project document pending & overdue documents.
- Distribute the project tracker (Log) on weekly basis to project team, supervision consultant, PMC & client.
- Manage the flow of documentation within the organization.
- Act as a focal point for Client/Consultant and major sub-contractors for official project document submission such as Shop Drawings, Method Statement, Prequalification, Material Submittal, Material Inspection Request, Work Inspection Request, Request for Information, Reports, SOR/NCR Close-out, Design Drawings & As-Built drawings Etc.
- Ensure that all tasks/duties are carried out in accordance with procedures and standards as stated in the Integrated Management System (IMS)
- Suggest and implement new initiatives to support the development of the role as required.
- Maintain open and effective working relationships with senior management and colleagues.
- Project Emails handling & Distribution to the concerned department.
- Handling Cash Disbursement/Personnel unit/Procurement Commercial unit Records unit & Warehousing & Camping.
- Preparation of Sub-Contractor daily reports, weekly & monthly reports (Providing Accommodation Facilities to Sub Contractors).
- Responsible for maintaining all project related to incoming/outgoing correspondence, establish filing system, scanning documents, showing chronological files numbers, and kept into documents for safe record as per consultant & client standard.
- Client/consultant communication through SharePoint (uploading, downloading, distribution etc.)
- Updating the logs of all outgoing/Incoming correspondence and cross logs in documental system on daily basis.
- Assisting Project Control Manager for preparing of Invoices, Change Orders, Change Notice and Monthly, Weekly progress reports and missing documents etc.
- Keeping all files record for different trades/Categories.
- Preparation of Annual Confidential Reports of key holder employees.
- Fixing of pay of various trade trades/rank on promotion, Annual increment, on revision of pay scale, reduction in rank, entries of various courses attended and all entries related to service record for employees.
- Prepare the status report all discipline wise, Approved, Approved As Noted, Close Out, For Information, Not Required, On Hold, Pending with Consultant/Client, Receipt Acknowledge, Revise – Resubmit, Rejected - Resubmit, Rejected, Superseded.
- Maintain the files and control logs as required by the project.
- Prepare the weekly and monthly status reports.
- Maintain documents control register for incoming and outgoing documents.
- Coordinate all activities related to Documents Control procedure.
- Ensure that the latest provision of work instruction, policies and procedures are kept updated continuously.
- Index the computer record regularly easy tracking and tracing documents.
- Update all hard copy & soft copy of documents.
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Preparing and sending file, Memo, Letter & Emails.
- Maintain projects files / records of drawings not limited with following i.e. shop drawings, As built.
- Maintain “Project Department” personal files and holidays schedule and requirement, information and procedural matters.
- Maintain confidentiality around sensitive information and terms of agreement.
- Preparation of all Documents like Leave Application, Iqama Renewal, Salary increment Application etc.

- Equipment, Vehicles Weekly & Monthly reports, Material inventory reports forwarding to Head office Personnel Department, Equipment Division, procurement Division & Account department.
- Searching resume from various job portals.
- Select right candidate in the right position.
- Arranging telephonic & direct interview as follow recruitment procedures & get the all details like current salary, current location, expected salary & notice period etc.
- Arranging insurance representative for company employee insurance and project insurance.
- Updating the list for applied visa and arrival status.
- Ensure all documents are as up to date as possible within electronic filing systems.
- Prepare the close-out documents after completion of project.

### **Job responsibilities (Cost Controller):-**

- Major Material Requirements Evaluation as per delivery note & purchase order.
- Prepare journal voucher/IPC Major and Minor Services/Subcontractors evaluation: - Site Billing
- Prepare journal voucher/IPC of all Inclusive Work Done By sub-contractors on behalf of Site Billing & contract both parties.
- Evaluation of Cash Invoice for Materials Services & Others according to purchase order and issue the Journal Voucher/IPC.
- Evaluation of Credit Notes & Original Credit Notes and issue the Journal Voucher/IPC.
- Evaluation of Credit Notes on Purchase return and discounts
- Petty Cash Advance Request for site/H.O.
- Evaluation of Petty Cash Liquidation received from site/H.O. with items, date, month VAT and invoice number.
- Prepare the material coding system with a specific number of each material/equipment's.
- Prepare the monthly expenses report and categories like consumable tools, consumable material, safety material, water, diesel, petrol, food, building materials, glass, tiles, electrical material & mechanical materials etc.
- Prepare & keep the record of partial material delivered as per delivery note.

### **Project attended: -**

#### **Saudi Icon Company (KSA)**

- ✓ Project: Diriyah Gate Development Authority & Islamic Affairs Building
- ✓ Position: Senior Document Controller
- Duration: From 21<sup>st</sup> November 2023 to till now.
- ✓ Project: Ministry of Economy & Planning
- ✓ Position: Senior Document Controller
- Duration: From 16<sup>th</sup> March 2023 to 20<sup>th</sup> November 2023
- ✓ Project: Awqaf Offices, Santini Restaurant, Sumosan Restaurant, Bagatelle Restaurant, Advanced Test Office, Purple Dragon & NIDC Project (Handled Seven Projects Parlier)
- Position: Sr. Document Controller/Project Administrator
- Duration: From 7<sup>th</sup> February 2022 up to 15<sup>th</sup> March 2023
- ✓ Project: Head Office
- Position: Senior Document Controller
- Duration: From 6<sup>th</sup> January 2022 up to 6<sup>th</sup> February 2022
- ✓ Project: Shams Al-Riyadh Housing Project (Diriyah-Riyadh)
- Position: Sr. Document Controller
- Duration: From 1<sup>st</sup> October 2020 up to 9<sup>th</sup> November 2021
- ✓ Project: Tawal Project (Riyadh)
- Position: Document Controller (**Close-out Documentation**)
- Duration: From 16<sup>th</sup> September 2020 up to 31<sup>st</sup> September 2020

- ✓ Project: IT-03 Project (Riyadh)  
Position: Document Controller (**Close-out Documentation**)  
Duration: From 1<sup>st</sup> September 2020 up to 15<sup>th</sup> September 2020
- ✓ Project: Saudi Icon Head Office  
Position: Document Controller  
Duration: From 2<sup>nd</sup> May 2020 up to 31<sup>st</sup> August 2020
- ✓ Project: Evox Men, Ladies Gym & Huqqa Restaurant Project (Riyadh)  
Position: Document Controller  
Duration: From 23<sup>rd</sup> October 2019 up to 30<sup>th</sup> April 2020

**Project attended: -**

**ASSAD SAID FOR CONTRACTING CO LTD (KSA)**

- ✓ Project: (ASC) Head Office  
Position: Cost Control Administrator  
Duration: From 25<sup>th</sup> September 2018 up to 30<sup>th</sup> September 2019
- ✓ Project: (ASC) Power Plant-13 (Dhurma) Riyadh  
Position: Document Controller  
Duration: From 5<sup>th</sup> October 2014 to 24<sup>th</sup> September 2018
- ✓ Project : (ASC) 380/132/13.8kv S/S #9020 (King Abdullah Financial City) Riyadh  
Position: Document Controller  
Duration: From 25<sup>th</sup> January 2013 to 04<sup>th</sup> October 2014
- ✓ Project : (ASC) 380/132/13.8kv S/S #9027 (Industrial City-II) Riyadh  
Position: Site Administrator  
Duration: From 20<sup>th</sup> July 2012 to 24<sup>th</sup> Jan 2013
- ✓ Project : (ASC) Gami Housing Project (Al-Kharj City) Riyadh  
Position: Site Administrator  
Duration: From 14<sup>th</sup> January 2012 to 17<sup>th</sup> July 2012

**Personal Details: -**

Name	:	Mohammed Yusuf Alam
Father's Name	:	Mohammed Yunus Alam
Passport No.	:	V1886782
Date of Birth	:	1 <sup>st</sup> March 1990
Marital Status	:	Married
Religion	:	Islam
Nationality	:	Indian
Language Known	:	English, Arabic, Hindi

**Education Qualification:-**

Intermediate of Science (I.Sc) SMD college Nechua Jalalpur, Gopalganj (Bihar)  
Metric (10<sup>th</sup> Class) Rajendra Prasad High School Hathwa, Gopalganj (Bihar)

**Skills:**

MS Word & Excel , Auto CAD, EncWebPortal (Encompass), Aconex, Build Smart (ERP), Monday.com

**Declaration:**

I solemnly swear that the above information is true and correct. I understand that any false information or misrepresentation would merit my disqualification from employment.

**MOHAMMAD YUSUF ALAM**