

**SAMEER MEETHAL**  
SENIOR DOCUMENT CONTROLLER



---

+966 534306580 – Riyadh – email: [samirmithal@gmail.com](mailto:samirmithal@gmail.com)

---

Document Control Specialist with 20+ years of experience in Construction, Supervision Consultancy & Project Management Services. Expert in developing and implementing management and control strategies. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

---

**SKILLS AND STRENGTHS**

---

- Defining, developing, and executing Document Control strategies.
- Developing and implementing DC plans, procedures, and job notes.
- Coordinating rollouts and installations of Document Control databases and software.
- Highlighting problem areas and formulating and implementing remedial action(s).
- Ensuring objectives are smoothly executed in a timely and professional manner.
- Creating systems to train the staff.
- Assisting in the development of Process Documentation

---

**PROFESSIONAL EXPERIENCE**

---

**Petra Projects–Saudi Arabia** – from 01 Dec 2017 – Present

Lead Document Controller

**Projects:** Residential & Commercial Buildings and Warehouse Construction

- Maintain a computer database of all filed documentation that ensures fast retrieval of documents.
- Implemented a systematic approach for reviewing, printing, and distributing updated documentation to team members, ensuring compliance and removing outdated files, thereby enhancing workflow efficiency.
- Ensure the physical storage & arrangement of records by classification.
- Review and verify project documents for completeness, format, and compliance with contract requirements.
- Provide advice on procedures of issues and methods of accessing the system.
- Assist the Project team to optimize the utilization of Document Control systems.
- Establishing and maintaining files for Projects by ISO Procedures.

**Waagner Biro, Dubai, UAE** – From 13 October 2014 – 31 October 2017

Project Coordinator & Document Controller

Project: Bridges, Infrastructure & Marine Constructions

- Coordinating project schedules, resources, equipment, and information.
- Liaising with clients to identify and define project requirements, scope, and objectives.
- Ensuring that clients' needs are met as the project evolves.
- Ensure all documentation created and modified, as a result of a change, will be recorded in the Document Management system.
- Effective management of different types of engineering and project management documents.
- Organize and maintain a systematic filing system both computerized and paper copies for easy retrieving.

**KEO International Consultants, Qatar – From 2010 – 2013**

Document Controller

Project: Qatar Petroleum District Project & Multipurpose Hall (Sports Club)

- Collect and maintain files of the latest revision-level documentation necessary to define product configuration and control manufacturing processes.
- Ensure that the outgoing documents are accurate and comply with company standards.
- Provide drawings, standards, and technical information to Project staff.

**NAKHEEL – Palm Jumeirah Project – Dubai, UAE**

Worked for Program Management Team (**KBR Kellogg Brown Root**)

From 2004 to 2009 Worked as a "Document controller"

- Update and maintain Document Control processes, procedures, and specifications inline with standards, policies, and changes to systems.
- Maintain document tracking and monitoring routes, with control of documents issued for review and approvals.
- Manage large quantities of documents from multiple sources.

**MASCON Consultants, Riyadh, KSA – From 2000 to 2003**

Document Controller

- Print, scan & copy the project documents
- Electronic and hard copy filing

---

**EDUCATION**

---

- Bachelor of Arts– from Calicut University, India
- Quality Management System (ISO 9001:2000 Standard)
- Diploma in RDBMS (Relational Database Management System)
- EDMS (ACONEX & 4 Projects etc.)

---

**PERSONAL INFORMATION**

---

- Visa Status: Residence Visa Saudi & UAE (Transferrable Iqama)
- Age: 49
- Marital Status: Married
- Languages: English, Arabic, Hindi and Malayalam
- Driving License: UAE, Qatar & Saudi Arabia