

Mohamed Sirajudeen

Document Controller

✉ mohamedsiraj100@gmail.com 📞 +966582340768 🏠 Al Malaz Riyadh 📅 May 30, 1995 🇮🇳 Indian

Document Controller with 8+ years (6+ years in Saudi & 2+ Years in India) of experience managing construction project documentation. Proven expertise in document control systems, regulatory compliance, and quality assurance. Skilled in implementing efficient document management processes and large-scale electronic document management system (ACONEX) and ensuring accurate record-keeping. Seeking to leverage expertise to enhance document control procedures and contribute to the success.

Education

2017

- **Bachelor of Engineering (Electronics & Communication Engineering)**
Anna University, Chennai, Tamilnadu, India

Employment

Mar 2020 - Jun 2024

- **Document Controller**
BAYTUR Construction Company (Projects - KAFD Cluster J01, CP04 & MISK CITY Schools Phase 1 & 2), Riyadh
 - Control and Management of Project Documentation: Responsible for controlling, tracking, and issuing complete project documentation, including incoming and outgoing correspondence, site instructions, change orders, RFIs, letters, daily staff reports, drawing submittals, and other relevant documents from clients and subcontractors.
 - Demonstrated proficiency with large-scale electronic Document Management System (ACONEX).
 - Ensure that all relevant project documentation is properly registered and maintained in the electronic Document Management System (eDMS).
 - Process and record incoming and outgoing vendor data and engineering design drawings.
 - Maintain document logs for correspondence, material approval submittals, shop drawings, RFIs (both incoming and outgoing).
 - Document Control & Auditing: Track and monitor all project documentation, ensuring proper initialing when files are removed from the filing room.
 - Regularly conduct document audits to confirm that documents are current and accurately reflect recorded information.
 - Archive, scan, print, rename, record, and file incoming hard or electronic copies of drawings (both internal and external).
 - Ensure all management system documentation is up to date and easily accessible.
 - Project Support & Coordination: Liaise with Project Management teams, clients, and subcontractors effectively to resolve issues related to documentation.

- Assist in the preparation of meeting minutes with project managers, directors, and senior staff.
- Assist with general project administration and help maintain a safe and secure working environment within Document Control.
- Material and Manpower Management: Prepare Internal and External Material Gate Passes (MGP) for materials entering and leaving the site, obtaining necessary approvals from the Project Management and Construction Management (PMCM) team.
- Prepare STF (Material Purchase Request) and HTF (Manpower Request Forms), and obtain approval from site management.
- Contract and Payroll Management: Prepare subcontractor project contracts according to company norms, obtaining approval from the main contract management and subcontractor management teams.
- Prepare the Security Department Attendance Timesheets and monthly payroll, ensuring approval from the site administration department.
- Request invoices from subcontractors based on the payroll.
- Operations Manual and Job Data Book Preparation: Assist in preparing “mock-ups” for operations manuals, including developing the index, binders, dividers, etc., and ensuring timely printing and assembly.
- Assist in preparing job data books by pulling drawings and documents, developing index, cover sheet, dividers, etc., and ensuring timely reproduction and assembly.
- Mail and Communication Management: Maintain a register of all incoming and outgoing mail, ensuring proper stamping and recording before circulating it for distribution to the Project Manager.
- Inventory and Equipment Monitoring: Maintain a list of office furniture and equipment, as well as site office workstations, and monitor their status.

Aug 2024 - Present

■ **Document Controller (Operations & Payroll)**

Arkan Allatifia Security Guards Co. for Security Services, Riyadh

- Control the entire lifecycle of documents, including creation, review, approval, distribution, and archiving.
- Ensure documents are correctly classified, labelled, and stored following established protocols and security standards.
- Track the movement, status, and version history of all documents accurately.
- Guarantee all security documentation complies with relevant regulations, industry standards, and company policies.
- Prepare and distribute regular reports detailing document control activities, data accuracy, and compliance status.
- Assist with internal and external audits and inspections concerning security documentation and HR records.
- Communicate document control procedures, updates, and requirements clearly to relevant stakeholders.
- Collaborate with security personnel and other departments to maintain consistent and compliant documentation practices.

- Maintain comprehensive and accurate employee master data, including personal information, employment history, and compensation details.
- Ensure ZEN HR software and Excel backups are synchronized and updated in real-time.
- Implement regular audits to verify data accuracy.
- Archive all employee documents (contracts, IDs, GOSI registrations, etc).
- Maintain individual GOSI files and ensure compliance with Saudi labour laws.
- Prepare monthly payroll statements, submit to Finance, and ensure on-time payment.
- Generate and distribute digital pay slips (ensure confidentiality).
- Deduct and remit GOSI contributions accurately; maintain payment records.

Jun 2017 - Apr 2019

■ **Trainee Log in (QC Checking & File Uploading)**
NewGen E-Publishing Co, Chennai – INDIA

- Quality check for completed books (book size, pages, label, Etc.,).
- Follow ups as per QC checking schedule, maintain the records of QC checking errors.
- Reporting the QC error to editor team.
- Update logs of QC checklist and comments on Excel sheet database.
- Uploading file to Client after verified completion.

Skills

MS Office (Word, Excel, PowerPoint, Outlook)

Document control systems like ACONEX

Manage multiple projects efficiently and meet tight deadlines

Highly organized with strong attention to detail

Work well under pressure while maintaining quality

Communicate effectively with all team levels

Prioritize tasks and work independently

Languages

English

Tamil

Arabic

Urdu