



MUHAMMAD ALI

Documents Controller

Email: [aliofficial31122@gmail.com](mailto:aliofficial31122@gmail.com)

Contact: +966-566491338

Address: Jeddah Saudi Arabia

## **Summary**

Experienced and detail-oriented Document Controller with over 6 years in the construction industry, specializing in document management and control processes to support project delivery and compliance. Skilled in using ACC, and Other EDMS software's to manage project documentation, track revisions, and ensure timely distribution of information across multidisciplinary teams. Adept at maintaining accurate records, version control, and aligning document workflows with project and regulatory requirements. Proven ability to coordinate with engineers, contractors, and project managers to support seamless communication and documentation integrity. Committed to quality, confidentiality, and continuous process improvement in high-pressure environments.

## **Highlights**

- Familiar with Engineering documents and data.
- Experience of Developing and maintaining Document Control procedures and processes.
- Effective Communicator.
- Self-starter able to carry out tasks with minimal supervision.
- Complete computer Literacy.
- Have a full ability to compile records and produce reports, in agreed structured and well-presented formats, file type conversions.
- Experience with Aconex, ACC, PM Web.
- Good knowledge in Microsoft Excel/Microsoft Word/Microsoft Power Point/Microsoft Outlook, PDF Acrobat.

## **EDUCATION HISTORY**

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**DAE Civil Engineering, Govt College of Technology Pakistan 2018**

**Federal Board of Intermediate and Secondary Education Pakistan 2015**

**Computer Course Al-Raza Institute of Information Technology Pakistan 2021**

## **WORK EXPERIENCE**

**Company:** AZMEP LLC  
**Work Place:** KAEC Saudi Arabia  
**Main Contractor:** MBI (Modern Building Leaders)  
**Client:** CEER  
**Designation:** Senior Documents Controller  
**Duration:** FEB 2024 to Continue

### **Responsibilities:**

- Utilized **Autodesk Construction Cloud (ACC)** for managing, uploading, and organizing all MEP project documents including drawings, submittals, RFIs, and specifications Develop, enforce, and continually improve document control procedure and workflow to maintain consistency and compliance with project requirements.
- Submitted **shop drawings, material submittals, and method statements** through ACC for consultant/client review and tracked approval status in real time.
- Created and maintained **packages and folders** in ACC based on discipline (Mechanical, Electrical, Plumbing) and project phase for efficient navigation.
- Coordinate the review, approval, and distribution of project Document including Shop Drawing, material submittal, method statement, Work inspection, contracts, and change request, ensuring all stakeholders receive the correct version.
- Collaborated with MEP engineers to ensure all ACC uploads met project naming conventions and were properly categorized
- Maintain the Daily Log.
- Upload Documents in ACC and share to the server and SharePoint.
- Ensure all documents meet quality standards and are correctly formatted, complete and error free before the Uploading.
- Insuring EDMS requirements is strictly followed by the Project DC team.

**Company:** Hyundai Engineering & Construction

**Work Place:** Qatar

**Designation:** Documents Controller

**Duration:** 2020 FEB TO 2023 NOV

**Responsibilities:**

- Maintained accurate logs and filing systems for technical documents, drawings, and submittals in compliance with project standards.
- Ensured version control and timely distribution of updated documents to site teams and relevant departments.
- Coordinated with engineering teams to track and submit shop drawings, material submittals, and method statements to consultants.
- Managed incoming and outgoing transmittals and correspondence using standard templates and project codes.
- Monitored and updated submittal tracking logs using MS Excel and electronic document management systems (EDMS).
- Supported project engineers during audits and inspections by providing well-organized and up-to-date documentation.
- Prepared final handover documentation including As-Built drawings, O&M manuals, and warranty certificates.
- Assisted in maintaining confidentiality and access control for sensitive project documents and contracts.
- Regularly updated project teams on document status, submission deadlines, and pending approvals through weekly reports.

**Company:** RK Construction & CO

**Work Place:** Pakistan

**Designation:** Documents Controller

**Duration:** 2019 JAN TO 2019 DEC

**Responsibilities:**

- Received, reviewed, and recorded incoming documents such as drawings, submittals, and correspondences from consultants, and suppliers.
- Prepared and submitted technical documents (drawings, material submittals, RFIs, method statements) to clients or consultants as per document control procedures.
- Ensured timely submission of all project-related documents to avoid delays in approval or construction progress.
- Maintained clear logs for document submissions and receipts using MS Excel and internal filing systems.
- Coordinated with the engineering team to ensure all documents were submitted with the correct format, revision, and supporting materials.
- Followed up on pending approvals and responses to submitted documents and communicated updates to the relevant departments.
- Stored all received documents in structured folders (both hard copy and soft copy) for easy access and audit compliance.
- Checked all incoming documents for accuracy and completeness before forwarding to concerned departments or team members.

- **Certificates:**

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**Autodesk Construction Cloud Learning Centre.**

**Languages:**

**English, Arabic, and Urdu**

**Skills:**

- Document Management Systems (DMS).
- Autodesk Construction Cloud (ACC).
- Drawing and Submittal Management.
- Revision & Version Control.
- Document Filing (Hard/Soft Copy).

**Software Skills:**

- Autodesk Construction Cloud (Certified).
- ACC / Primavera Contract Manager
- MS Excel (Logs, Reports, Filters, VLOOKUP).
- MS Word & PowerPoint.
- Adobe Acrobat (PDF Markup/Stamping).
- Microsoft Outlook / Email Management.
- File Sharing Tools (OneDrive, Dropbox, Google Drive).