
M. Saleh Khalil

Sr. Projects Accountant, Administrator & Document Controller

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Total years of experience: 22

GCC years of Experience: 15

Summary

As an experienced Sr. accountant, Administrator and Document Controller in a many of construction projects, I seek a challenging position within a dynamic organization to leverage my comprehensive expertise in documentation management, compliance, and quality control. I aim to enhance process efficiency, and operational effectiveness, and protect vital information. I am committed to facilitating the smooth execution of projects by implementing robust document control systems, fostering interdepartmental collaboration, and maintaining meticulous records in line with regulatory standards and company goals. With a proven track record in managing document lifecycles, leading teams, and utilizing advanced document management systems, I strive to drive continuous improvement and innovation in document control practices, ensuring compliance with industry benchmarks and best practices. Additionally, I bring 21 years of experience in projects petty cash, administrator works, document management and PMIS within the construction sector, with a focus on Planning & Scheduling, and a wide-ranging skill set in project management, including cost control, project finance, contract administration, planning, budgeting, and dashboard reporting.

EDUCATION

- Advanced Technical Diploma in Electrical Engineering, Technology Collage, Alexandria University, Egypt 2003.
- Bachelor of Commerce, Alexandria University, Egypt 2010.

PROFESSIONAL REGISTRATION

Member of Saudi Council of Engineers – No. **498316**

AREAS OF EXPERTISE

Projects Petty cash
Projects HR Administration
PMO/PMC
Construction Management
Construction Supervision
Housing Projects
Contractor Submittals Review
Design Review
Value Engineering
Quality control
EDMS (ACONEX, SharePoint, Bim360, Think Project, Prolog)
Publishing PMIS Platforms/tools
MCSA
Processes Development
ISO 9001
Quality Management
MS Office
Training etc.

GEOGRAPHICAL EXPERIENCE

Egypt
Saudi Arabia

NATIONALITY

Egyptian.

LANGUAGES

Arabic (Native language).
English (Very Good).

Experience

Document Controller, HanmiGlobal Saudi, Riyadh, KSA Feb 2025 to Present

Project:

- **DIRIYAH Company**, DGCL project.

Key Responsibilities:

- Managing & Policing the Design consultant, Site Supervision & Contractors DC team in strict compliance to the Site Wide PMC guidance and requirements.
- Assure that Project Document Controls requirements, standards, procedures, Document Distribution Matrix & Guidelines are implemented and being followed by Designers, Site Supervision & Contractors.
- Perform Quality Checking & Completes of all Document submitted by the Stakeholders.
- Insuring EDMS requirements is strictly followed by the Designers/Site Supervision/Contractors Document Controls team.
- Responsible of providing the contact details of their sub-consultant & Contractors and making sure that all attends onboarding Session.
- Responsible for making sure all document circulated to the project is up to date and correct latest version.
- Monitor progress of in-house and Client reviews of documents and the closure of All Overdues.
- Ensure that hard copy and electronic record files as required are maintained in good order to comply with QA requirements.
- Maintain confidentiality around sensitive information and terms of agreement along with managing the flow of documentation.
- Responsible for making sure all the data entered by his team related to the documentation is aligned with the documentation protocol provided by the Site Wide PMC & PMC.

Project Sr. Accountant, Administrator & Document Controller Saudi Services for Electro-Mechanic Works Co. (SSEM)- Riyadh, KSA Feb 2010 to Feb 2025

Project(s):

- Rafha Power Plant.
- Al-Taif central power substation
- Riyadh Water Supply – at Riyadh with NWC.
- Al-Qassim/4 power Plant.
- Al-Qassim Tanks project.
- Al-Raed-9029 power substation
- Hadco-Hail-9044 power substation
- Al-Safa Substation-Riyadh 380KV
- Al-Aziziyah-Riyadh-9048 power substation
- Sultanah substation – Riyadh 380KV.
- KIC power substation.
- SIP power substation.
- Al-Badr power substation.
- Al-Hazm power substation.
- Al-Ma'ther power station.
- Al-Raed-9042 power substation
- Airport North Substation – Riyadh 380 KV.
- KKIA-Load center-3.
- Al-Qassim/2 Expansion.
- New Al-Remal-OHTL.
- Al-Rass-9095 power substation.

Key Responsibilities:

- Budget Management: Creating and overseeing project budgets to ensure financial stability.
- Expense Tracking: Processing invoices, tracking expenses, and ensuring accurate financial records.
- Financial Reporting: Performing cost analyses and preparing financial reports for stakeholders.
- Regulatory Compliance: Ensuring adherence to financial regulations and industry guidelines.
- Payroll Management: Handling payroll for construction employees and contractors.
- Maintain Database for Processing all labours applications with main office with Oracle.
- Maintain and processing and handling (petty cash) and daily expenses system tracker.
- Maintain record and control the document library of relevant Project EPC Phases, codes & standards, specifications and reference documents, contract documents, within secured document control area.
- Maintains and controls filing system for Engineering, Construction documents, Requisitions, Purchase orders, Invoices, etc
- Maintain registers of all receipts and issues or submissions of documents and correspondence.
- Register, log, distribute, track, issue, maintain and control office/site project documents and drawings.
- Responsible for maintenance and continual improvement of Insert in Document Control Management System as per ISO 9001:2008 Standard. Monitor the document control requirements on continual basis to make recommendations for any improvements in the system if necessary.
- Register, log, distribute, track, issue, maintain and control office/site project documents and drawings.
- Expedite the return of documents and approvals or comments within the agreed time frame from internal and external parties to whom they have been issued or distributed.
- Maintain document logs for correspondence, material approval submittals, shop drawing, RFI (incoming & outgoing).
- Projects have included airport, commercial buildings, residential buildings, and Security buildings.
- Handling projects in all over company with different Scope for EDMS (Administration & creating sites, publishing Documents, support, update log, Work follow & create Reports).
- Develop and maintain document control processes for the efficient management and recording of Turn-over documentation.
- Responsible for the effective and efficient document control of all Engineering Phase technical submittals in accordance with the established procedures.
- Exposure in Engineering design office, experience in leading a small group of Document Controllers, managing Site Document Control team, in addition to the execution of my own document control duties.
- Responsible for maintenance and continual improvement of Document Control Management System as per Company/client Procedures.
- Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.

Systems Supervisor, Alexandria Water Company (AWCO)

Alexandria, Egypt

Mar 2006 to Jan 2010

Work Location:

- Al-Seiuf Water treatment station.

Key Responsibilities:

- Statistics & analysing Quantities of water filtering chemicals and materials.
- Responsible of providing daily and monthly statistics reports.
- Preparing yearly maintenance plan.
- Supervision on (MP2 Professional) Maintenance Program.
- Supervision on Control Room working by (S.C.A.D.A) system.
- Supervision on maintenance team of flowmeters devices.
- Member of ISO 9001 documenting team.
- Member of Digital Transformation team.

Document Controller, MURRY & ROBERTS for Construction

Alexandria, Egypt

Sep 2003 to Mar 2006

Project(s):

- San Stefano Grand Plaza project-Alexandria, Egypt

Key Responsibilities:

- Collect, scan and upload documents following set procedure.
- Ensure all technical documents, such as reports, drawings and blueprints, are collected and registered in system.
- Notify personnel of updated document versions and how to access them.
- Print and distribute documents as necessary.
- Work with documents and records across various. Departments, including human resources, marketing, and construction.

Employment Record:**Dates:**

- Document Controller at HanmiGlobal Saudi Feb 2025 to Present
- Sr. Accountant, Administrator & Document Controller at Saudi Services for Electro-Mechanic Works Co. (SSEM) Feb 2010 to Feb 2025
- Systems supervisor at Alexandria Water Company (AWCO) Mar 2006 to Jan 2010
- Document Controller at MURRY & ROBERTS for engineering and contracting Sep 2003 to Mar 2006