

MUHAMMAD ALI

(Document Controller)

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Address: Riyadh, Saudi Arabia

Career Objective

Document Controller with 5+ years of experience in project documentation, administration, and management across various high-profile projects. Expert in using Microsoft Office and Oracle Aconex for managing documentation processes, ensuring accuracy, and maintaining compliance with regulatory and company standards. Proficient in developing and implementing efficient filing systems and document management solutions to support smooth operations and enhance team productivity.

Work Experience

Document Controller

November 2024 – June 2025

Kayan Horizon, Saudi Arabia | King Fahad Sports City Project

- Used Microsoft Excel to create logs, prepare reports and schedules. Registered incoming and outgoing letters to the consultant and client.
- Oversaw technical submissions, drawings, and correspondences, utilizing Oracle Aconex for tracking.
- Processed substantial daily document transactions including RFIs, submittals, and change orders with high accuracy.
- Generated daily reports on document uploads, transmittals, and coordination through Aconex Mail.
- Ensured secure archiving and retrieval of confidential project documentation. Supported teams with document flow optimization, improving project efficiency.

Document Controller

September 2023 – September 2024

Almajal Alarabi Group, Saudi Arabia | Neom Residential Community Project

- Administered external and internal site correspondences using the available project software (Aconex).
- Managed the control of incoming documents, ensuring that project document control procedures were followed.
- Coordinated document approvals, submissions, and audits, ensuring full compliance with NEOM regulations.
- Maintained exceptional document accuracy rate while processing substantial daily transmittals and correspondence.
- Led the indexing and classification of crucial documents, improving retrieval efficiency. Managed external site correspondences and ensured timely updates of records.

Document Controller

March 2022 – August 2023

Samsung C&T, Saudi Arabia | Riyadh Metro Project

- Maintained accurate records of technical drawings, contracts, and regulatory documents. Managed document approvals and compliance audits.
- Maintained accurate records of incoming documents and correspondence, retrieving them immediately when required.
- Coordinated technical document reviews between multiple engineering disciplines and external consultants
- Maintained electronic document registers with real-time status updates for numerous stakeholders

- Managed project documentation using Aconex, ensuring compliance with company and regulatory standards.

Document Controller

September 2019 – September 2021

Al Fajar International, Pakistan | Hydro Power Complex Malakand

- Managed office operations and coordination, including receiving, issuing, logging, updating, and maintaining project-related documents.
- Filed documents in both physical and digital records and distributed project-related copies to internal teams.
- Maintained high document accuracy while establishing standardized filing and retrieval procedures.
- Collaborated with teams and stakeholders to facilitate the distribution of project documentation, ensuring deadlines were met.
- Maintained document file systems and document registers for critical engineering documents, keeping both physical and digital records up to date with the latest revisions.

Skills

- Document Control Systems and Procedures
- Records Management and Archiving
- Document Indexing and Classification
- File Organization and Retrieval Systems
- Document Control Procedures Implementation
- File Naming Conventions and Standards
- Database Management SQL, MySQL
- Electronic Document Management Systems (EDMS)
- Cloud Storage Solutions (OneDrive, Google Drive)
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Attention to Detail and Accuracy
- Problem-Solving and Critical Thinking
- Time Management and Prioritization
- Analytical Thinking and Data Interpretation
- Process Improvement and Documentation

Qualification

Bachelor Degree in Computer Software Engineering

City University of Science and Information Technology, Peshawar, Pakistan

One Year Diploma in Information Technology

Khyber Pakhtunkhwa Board of Technical Education, Peshawar, Pakistan

Trainings and Certificates

- Aconex Accredited Associate
- Aconex Accredited Professional
- Microsoft Office
- SAP ERP Essential

Languages

- English
- Urdu