

SAQUIB ZIYA
Document Controller
Riyadh, KSA
Transferable Iqama

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Career Objective

A highly organized, detail-oriented, and results-driven professional with a Master's in Public Administration and 1 year 7 months of Experience in Document Controller and Office Management. Proven expertise in managing documentation systems for construction projects, utilizing tools such as Electronic Document Management Systems (EDMS), Aconex, and Procore. Skilled in leveraging Microsoft Office Suite (Word, Excel, PowerPoint) and other documentation-related software to streamline processes and ensure operational efficiency.

Work Experience

Experience : 01
Position : Document Controller
Company Name : New India Global Ecoinfra Pvt. Ltd.
Duration : 1/July/2023 – 31/Jan/2025
Client : Jal Nigam Project Jal Jeevan Mission Yojana (JJM)
Project Types : Infrastructural (Building Installation, Water and Sanitation)
City and Country : Dehradun, Uttarakhand, India

Responsibilities and Duties:

- Managed and maintained document control systems for construction projects, ensuring accuracy, accessibility, and compliance with project requirements.
- Utilized Electronic Document Management Systems (EDMS) and Aconex to streamline document workflows and improve efficiency.
- Coordinated with project teams to ensure timely submission, review, and approval of project documents.
- Prepared and organized reports, presentations, and other documentation using Microsoft Office Suite.
- Ensured proper archiving and retrieval of documents for future reference and audits.
- Conducted regular audits of document control processes to ensure compliance with industry standards and project specifications.
- Developed and implemented document control procedures and policies to enhance efficiency and reduce errors.
- Provided training and support to team members on document control systems and best practices.
- Maintained version control and ensured that all stakeholders had access to the most up-to-date documents.
- Liaised with external stakeholders, including clients, contractors, and regulatory bodies, to ensure document compliance and timely delivery.
- Monitored and tracked document progress, ensuring deadlines were met and any issues were promptly addressed.
- Prepared and distributed document transmittals, ensuring proper documentation of all communications.

- Managed the document lifecycle, including creation, review, approval, distribution, and archiving.
- Ensured confidentiality and security of sensitive documents.

Experience : 02
Position : Research Assistant
Institution Name : Jamia Millia Islamia
Duration : 1/Jan/2023 – 30/June/2023
Under Professor : DR. S.R.T.P. Sugunakara Raju
Project Name : One District One Product (ODOP) With Case study and field Work
City and Country : New Delhi, India

Responsibilities and Duties:

- Research work at Jamia Millia Islamia as a student researcher under the guidance of professor DR. S.R.T.P. Sugunakara Raju was on “One District One Product (ODOP) With Case study of One district one Product shop located in Saharanpur Wooden market and Jaggery Festival (Gud Mahotsav) organized by in Muzaffarnagar in 9 June 2019 in Uttar Pradesh.
- Conducted an in-depth analysis of implementation of One Districts One Products (ODOP) in two Districts (Saharanpur and Muzaffarnagar) of Uttar Pradesh part of an assessment skills project.
- Led primary research through field visits and personal interviews of beneficiaries assessing their experiences with “One District One Product-(ODOP) and other inter related public policies with it.
- Responsibilities included data collection, geotagging and analysis.
- Performed secondary research by reviewing and analyzing governmental reports, policy documents and program reviews.
- Evaluated key performance metrics, fund utilization, beneficiary feedback and overall program impact.
- Identification of challenges and provided recommendations to improve resource management, enhance monitoring and strengthen program convergence for better outcomes.

Academic Qualification

Course	School /University	Year of Passing	CGPA
Masters of Public Administration	Jamia Millia Islamia, New Delhi, India	2023	7.9
Bachelor of Arts (Hons)	Jamia Milia Islamia, New Delhi, India	2021	6.57
Senior Secondary (+2)	Shri Guru Ram Rai Public School, Saharanpur, India	2017	7.1
Secondary (10 th)	Shri Guru Ram Rai Public School, Saharanpur, India	2015	4.8

Certifications

- **Certified Lead Document Controller**
(Sanjary Educational Academy (SEA), Hyderabad, India, Aug 2024)
- **Certified Project Manager (Project Management)**
(Procore Technologies, Feb 2025)
- **Certified Adobe Photoshop** (Cambridge Institute of Computer Education Under Running CES)

Professional Training & Workshops

- Electronic Document Management System (EDMS).
- Construction Document Review.
- Document Lead Controller Roles and Responsibilities.
- Types of Documents Including Drawings.
- Document Creating Updating & Distribution.
- Control of Document - ISO 9001: 2008/2015.
- Master, Control, Uncontrolled Superseded Documents & As Build Drawings.
- Saudi Aramco Project Records & Lead the Document Controller.
- Final Project QA/QC Dossiers and Filing System.
- Workshop Assessment.

Skills

- Proficient in Electronic Document Management Systems (EDMS), Aconex, and Procore.
- Advanced knowledge of Microsoft Office Suite (Word, Excel, Power Point etc).
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Research and data analysis.
- Project Coordination.
- Problem Solving.
- Office Management.
- Personnel Administration and Organizational Behaviour.

Personal Details

Date of Birth: 02/Feb/1999
Nationality: Indian
Language: English, Urdu, Hindi
Gender: Male
Marital Status: Single

Passport Details

Passport No.: Y2405144
Passport Expiry: 21/May/2034
Iqama: Transferable
Visa Status: Employment