

# ISLAM ALI

## DOCUMENT CONTROLLER

### CONTACT

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Iqama: Transferable

### PROFESSIONAL SUMMARY

I am a dedicated and detail-oriented Document Controller (DC) with hands-on experience in administrative, project coordination, and logistics support roles. My career began at Smartline Marketing in Pakistan, where I served as a DC for a year, focusing on administrative tasks and internal documentation processes. Currently, I am based in Saudi Arabia and working with EPF Energy Platforms, where I continue to grow in my role as a Document Controller.

### WORK EXPERIENCE

#### Smartline Marketing 2024 - 2025

##### Document Controller (Pakistan)

- **Administrative Documentation:** Handled internal documentation, filing, and record-keeping for marketing operations.
- **Team Support:** Assisted with scheduling, communication, and coordination between departments.
- **Data Entry & Reporting:** Maintained accurate records and supported reporting tasks for management.
- **Office Operations:** Supported day-to-day office functions, including inventory tracking and vendor coordination.

#### EPF Energy Platforms 2025 - (Present)

##### Document Controller (KSA)

- **Project Documentation & Control:** Manage and organize all project-related documents using Aconex, ensuring version control, timely updates, and compliance with company and client standards.
- **Document Workflow Management:** Monitor document workflows between internal departments and external stakeholders, ensuring smooth communication and timely approvals.
- **Administrative Support:** Provide comprehensive administrative assistance to project managers and site teams, including scheduling, correspondence, and record maintenance.
- **Timesheet & Manpower Tracking:** Prepare and maintain accurate timesheets for staff and manpower, ensuring alignment with project schedules and payroll requirements.
- **Reporting & Data Management:** Compile daily, weekly, and monthly reports on manpower, logistics, and documentation status for management review.
- **Logistics Coordination:** Oversee logistics operations including sand dune maintenance, delivery scheduling, and preparation of delivery notes for material and equipment movement.
- **Compliance & Audit Preparation:** Ensure all documentation is audit-ready and compliant with internal policies and client requirements, supporting periodic reviews and inspections.
- **Cross-Functional Collaboration:** Work closely with procurement, HR, and site operations to ensure documentation and logistics processes are aligned with project goals.
- **Process Improvement:** Identify gaps in documentation and logistics workflows and propose solutions to enhance efficiency and accuracy.
- **Confidential Records Management:** Safeguard sensitive company and employee information, maintaining confidentiality and integrity in all documentation practices.

## **KEY ACHIEVEMENTS**

- Successfully implemented a streamlined document tracking system using Aconex, reducing retrieval time and improving project update accuracy by 30%.
- Maintained 100% compliance in documentation audits by ensuring all project files were properly organized and up to date.
- Developed and standardized timesheet templates for manpower tracking, improving payroll accuracy and reducing administrative errors.
- Coordinated logistics for multiple high-volume deliveries, ensuring timely dispatch and accurate documentation, which improved operational efficiency.
- Played a key role in supporting cross-departmental communication, resulting in faster approval cycles and improved project coordination.
- Took initiative to digitize manual records, enhancing accessibility and reducing paper-based inefficiencies.
- Managed sand dune maintenance documentation and delivery notes with zero discrepancies across multiple reporting cycles.
- Provided consistent administrative support that contributed to improved internal communication and workflow efficiency.
- Maintained accurate filing and documentation systems, supporting the marketing team's operational needs with minimal supervision.
- Assisted in organizing and tracking vendor communications, helping streamline procurement-related tasks.
- Supported the transition to digital record-keeping, improving data accessibility and reducing manual errors.

## **EDUCATION**

### **Wah College Of Accountancy**

FCS ( Faculty Of Computer Science) 2023

## **SKILLS**

- Office Administration
- Internal Communication & Coordination
- Scheduling & Calendar Management
- Data Entry & Reporting
- Filing Systems & Record Keeping
- Staff Timesheet Preparation
- Manpower Allocation & Monitoring
- Attendance Tracking Systems
- Delivery Note Preparation
- Material & Equipment Dispatch Coordination
- Sand Dune Maintenance Documentation
- Vendor Communication & Support
- Inventory Tracking
- Microsoft Office Suite (Word, Excel, Outlook)
- Digital Filing & Record Systems
- Basic Data Analysis & Reporting Tools
- Project Log Maintenance
- Confidential Records Handling

## **ADDITIONAL INFORMATION**

- Iqama is Transferrable.
- Able to join within one week, earlier if required.
- Open to opportunities across the Saudi Arabia.