

Afaq Ahmad

Mobile / WhatsApp: 0508190967(KSA) * E-Mail: afaqa3548@gmail.com

VISIONARY TECHNOLOGY PROFESSIONAL

Document Controller Specialist ✦ Admin Assistant ✦ Secretary ✦ Coordinator

AN OVERVIEW

SKILL SET

Project Documentation

Aconex & PMIS Systems

Administrative task

Coordination

Secretarial tasks

Project Management

Professional

MS Office Expert

Team Management

- Offering abroad almost 2+ years of rich experience & specialty in Document Control, Record Management, Drawing Archives, Project Control Management, Material Coordination, Administrative task in Republic of Iraq (Ministry of Defense) in EPC Contract for Airbase Rehabilitation Project.
- Specialist in EDMS & other various Microsoft platform Aconex, PWS System.
- To establish & maintain an effective filing and archiving system for paper and electronic documents and files in accordance with company standard and archiving procedures.
- List out all types of documents i.e. Project Correspondence, Log Register, Transmittals, Technical Queries, Material Submission, drawing, technical documents, WMS, submittals, Shop Drawings Approvals and correspondence of internal & external letters. Giving them the unique reference number for identification and easy retrieval whenever required.
- Possessing extensive knowledge of electronic data management systems, electronic document management system (EDMS) to utilize document correspondence as per the International Standard, Client documentation requirement for establishing professional & systematic Document Control Procedure.

ORGANISATIONAL SCAN

June'2022-Jan 2025. **Korea Aerospace Industries Ltd, KAI as Document Control Specialist**

Project : Suwayrah Airbase Rehabilitation Project, Republic of Iraq.

Client ; Iraqi Air Force, Ministry of Defence Iraqi Government, MOD

Contractor : Korea Aerospace Industries Ltd. (South Korean Multinational Company)



KEY ACCOUNTABILITIES:

Quality Management in the Document Control Department:

- Implement and enforce document control procedures aligned with company and project requirements.
- Maintain and manage all incoming and outgoing documents with proper coding or numbering system, ensuring accuracy in revision of documents, completeness in project templates or transmittal, and compliance with quality standards to maintain systematic and professional documentation for the project usage.
- Verify compliance of documents with established templates, formatting guidelines, and contractual requirements.
- Ensure systematic classification, indexing, and archiving of physical and electronic documents for efficient retrieval.
- Coordinate the internal and external flow of documents, ensuring timely review, approval, and distribution to relevant departments for further action.
- Monitor document submissions, transmittals, and correspondence, maintaining accurate logs and registers.
- Track document revisions, approvals, and submission status to ensure up-to-date records are maintained.
- Support audits by ensuring traceability and integrity of controlled documents in accordance with ISO and QA/QC standards.
- Utilize electronic document management systems (Aconex, PWS & others) for version control, access management, and document tracking.
- Collaborate with multidisciplinary teams to ensure alignment and timely exchange of project documentation.
- Oversee archiving processes, ensuring all superseded and final versions are properly stored for future reference.

EDUCATION & CREDENTIALS

Bachelor of Computer Science ~ Abdul Wali Khan University, Mardan

DIT (Digital Information Technology ~ Azzan Polytechnic, Institute of Science & Technology

PERSONAL SNIPPETS

Nationality	:	Pakistani
Date of Birth	:	April 20, 2000
Current Address	:	Riyadh (Ready to Relocate as per the Company Project Site)
Marital Status	:	Married
Iqama	:	Transferable
Driving License	:	Valid

I hereby declare that the above-mentioned information is true to the best of my Knowledge and Belief.

Date: 15th January 2025

Ref. No: SAB-KAI-WEC-DCC-2025-004

WORK EXPERIENCE CERTIFICATE

To Whom It May Concern

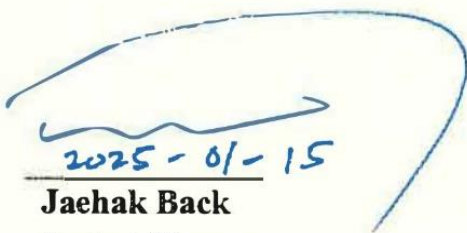
This is to certify that **Mr. Afaq Ahmad**, Passport No. XX1173351 was employed with Korea Aerospace Industries as a **Document Control Specialist** in the Planning & Cost Control Department on the Suwayrah Airbase Project under the Ministry of Defence (MOD), Iraq Airforce (IQAF).

Mr. Afaq Ahmad served in this role from **12th June 2022** until **15th Jan 2025**. During this tenure, he demonstrated exceptional expertise in managing and organizing critical project documentation, ensuring data accuracy, and maintaining systematic workflows to support the successful execution of the project.

His leadership qualities and ability to guide the DCC team have been instrumental in achieving project milestones efficiently. His professionalism, dedication, and attention to detail have greatly contributed to the overall success of the project.

We deeply appreciate Mr. Afaq's dedication and professionalism during his time with us and are confident that he will continue to excel in his future endeavors.

Best Regards,


2025-01-15

Jaehak Back
Project Manager
Korea Aerospace Industries, Ltd

