

Muhammad Moneeb Ahsan

NEOM Approved Document Control Lead

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Location: Tabuk, Saudi Arabia

Document Control Manager | EDMS Lead | Information & Compliance Governance Expert

Summary

Strategic and detail-oriented Document Control Lead with over 15 years of experience managing the full document lifecycle across EPC (Engineering, Procurement, and Construction) environments. Proficient in leading EDMS platforms including Aconex, SAP Ariba, Oracle Unifier, and SharePoint. Skilled in document creation, review, approval, distribution, version control, and archiving. Adept at ensuring compliance with ISO 9001:2015, regulatory standards, and client specifications. Proven success in supporting audits, improving documentation processes, training teams, and ensuring efficient flow, accessibility, and integrity of project documentation.

Achievements

- Managed 500,000+ technical documents with 99.9% accuracy.
- Reduced EDMS processing time by 40% and improved retrieval by 35%.
- Achieved 100% internal/external audit compliance across mega projects.
- Led documentation for NEOM, Red Sea Global, and NWC initiatives.
- Spearheaded EDMS upgrades, improving workflow efficiency by 30%.

Key Skills

- EDMS Platforms: Aconex, SAP Ariba, Oracle Unifier, Cloud, SharePoint, Odoo, GEP, PMWeb
- Software: Microsoft 365, Word, Excel, PowerPoint, PDF, Outlook, OneNote, Adobe Acrobat
- Document Lifecycle Management | Metadata Indexing | Transmittals | Version Control
- ISO 9001:2015 Compliance | QA/QC Documentation | Audit Readiness | ECM
- RFI/Submittal Workflow | File Numbering | As-Built Documentation | Project Handover

- Workflow Automation | ERP Integration | Regulatory Compliance | Document Retention
- Stakeholder Coordination | Team Leadership | Communication | Conflict Resolution

Professional Experience

Document Controller / Information Management Lead

BARQ FUTURE CO. LLC, Tabuk, Saudi Arabia | Jun 2024 – Present

- Administered EDMS tools (Aconex, SAP Ariba, Oracle Unifier, Odoo, GEP) for large-scale EPC
- Ensured compliance with Saudi Building Codes and GCC Document Control Procedures.
- Automated workflows, reducing document review cycle by 25%.
- Achieved 98–100% audit compliance with regulatory and client standards.
- Delivered structured handover documentation in line with project milestones.

Document Controller / EDMS Lead

Saudi Amana, Jeddah, Saudi Arabia | Dec 2020 – May 2024

- Digitized archive processes, reducing document retrieval time by 35%.
- Maintained 100% compliance during audits; improved vendor data accuracy.
- Enhanced record integrity from 85% to 98% using metadata frameworks.

Center Manager – Document Control & Compliance

BSS & Stenz Global, Dubai, UAE | Jan 2019 – Dec 2020

- Managed compliance for 5,000+ documentation cases monthly for Qatar.
- Streamlined documentation procedures, boosting client satisfaction by 25%.
- Initiated error-reduction training programs to improve quality.

Store Manager – Records & Operations

MIH, Islamabad, Pakistan | Apr 2018 – Dec 2018

- Migrated 500,000+ legacy documents to digital repository.
- Implemented hybrid archiving to cut storage costs by 30%

Assistant Manager – Document Control & Information Management

Saif Group, Islamabad, Pakistan | Jul 2012 – Mar 2018

- Led ISO 9001-compliant EDMS rollout, enhancing team productivity by 30%.
- Digitized 200,000+ records with complete version tracking.

Supervisor – Documentation & QA/QC Compliance

Watsons, Islamabad, Pakistan | Feb 2009 – Jun 2012

- Oversaw QA/QC documentation, handling 3,000+ daily transactions
- Maintained full documentation compliance across logistics operations

Education

Postgraduate Diploma in Business Administration, MIIM, Islamabad, Pakistan | 2008 – 2009

Bachelor's Degree, Gomal University, D.I. Khan, Pakistan | 2002 – 2007

Certification

- Aconex Accreditation – Oracle University, 2024
- Multiple EPMS Certifications (Document Log, RFI's, Drawings, Change Requests, Safety Forms, Scheduling, Initiatives, etc.) – ROSHN Group KSA (A PIF Company), 2022-2025

Languages

- English: C2 • Urdu: Native • Arabic: A2

Honors & Awards

- Award of Excellence – Saif Group, 2013
- Certificate of Appreciation – MIH, 2018

Key Projects

- Additional Recreational & Support Facilities at Oxagon Package 2 - NEOM (Design & Build)
- Gulf of Aqaba (Magna) Explosive Magazine & Helipad Construction - NEOM (Design Build)
- Emergency Response Stations & Helipad Construction at Oxagon – NEOM (Design & Build)
- Construction of Hyperbaric Chamber at Royal Hospital – NEOM (Design & Build)
- MEP Works, Permanent Utilities Connection to 6 Assets & Desert Rock – Red Sea Global
- Jeddah Renaissance Fencing and Sewage Line for Almanar Project Phase 1 – ROSHN Group