

MD NAMAT ULLAH

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Visa Status Transferable: - 2562822391

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PROFESSIONAL SUMMARY

Detail-oriented and highly organized **Document Controller** with over **4 years of hands-on experience** in large-scale **construction and commissioning projects** across Saudi Arabia and India. Proven track record in managing engineering, piping, material, pre-commissioning, and administrative documentation within **multidisciplinary environments**, including projects for **Samsung Engineering** and **SINOPEC**. Proficient in **EDMS tools**, including FMCS and Aconex, with strong command of **ISO 9001 standards**, document workflows, and revision control. Skilled in preparing **mechanical completion (MC)**, **RFC dossiers**, **test packages**, and tracking **piping isometrics**, **loop folders**, and **material records**. Known for maintaining accurate, traceable, and compliant documentation, supporting cross-functional teams, and ensuring timely project handovers. Possesses strong coordination, communication, and technical skills, with a background in **Computer Science Engineering**, and a **Transferable Iqama** for immediate joining.

EXPERIENCE

Samsung E & A Arabia Co., Ltd. – Al Jubail, Saudi Arabia.

Role: - Document Controller (Pre-Commissioning Department)

Project: - Advance Polyolefins APOC PDH/UTOS.

Jan 2024 – Present.

KEY RESPONSIBILITIES

- To carry out jobs of pre-commissioning, commissioning, troubleshooting, and operational activities.
- Create mark-up P&ID for hydro milling package, chemical cleaning, nitrogen leak test package, and positive isolation.
- Prepare material prior to hydro milling, and reinstatement of the line.
- Request for inspection (RFI) prior to installation, and bolt torquing.
- Create reports like installation, and bolt torquing prior to reinstatement.
- Create alignment, box-up and mechanical run test packages prior to the commissioning stage.
- Preparation of Mechanical Run Test (MRT) Package.
- Update the commissioning assistance time sheet and summary.
- Monitor the company's assets, rental manpower, and equipment.
- Issue material procurement requests as per site requirements.
- Calibration monitoring for equipment, MRT tools, Lifting gear, manifolds and PRV.
- I have a thorough knowledge of the procedures required for the commissioning of plants. Such as documentation, pre-commissioning activities, interaction with clients/vendors, and commissioning activity.
- Pre-commissioning and Commissioning activities consist of Walk-downs of the different system, preparation and clearance of the punch lists, P&ID check-ups, Test Pack clearance, Hydro and pneumatic tests, Blowing, Flushing, pressure testing, inerting, degreasing, blowdown and dry out sulfiding (up to necessary Dew Point), Cooling Down, Chemical Cleaning, Catalyst/Desiccant Loading, updating, P&ID, Updating. Punch list preparation, Toster punch items checking & attending to the punch items.
- Preformation and trial runs of the various types of equipment, final commissioning & performance Test of the Unit/plants.
- Maintained and controlled all commissioning-related documentation, including Method Statements, Test Packages, Pre-Commissioning and Commissioning Dossiers, and Vendor Documents.
- Coordinated the compilation, review, and submission of final Mechanical Completion (MC) and Ready for Commissioning (RFC) documentation packages to clients and project stakeholders.

- Managed the EDMS (Electronic Document Management System) and ensured accurate filing, retrieval, and archiving of controlled documents as per ISO 9001 and project-specific standards.
- Supported the Work Permit Receiver team by maintaining the permit-to-work records, job safety analysis (JSA), and daily activity logs for pre-commissioning and commissioning phases.
- Verified document compliance with company procedures, client requirements, and contract specifications before internal or external circulation.
- Assisted Commissioning Engineers and Supervisors in the preparation and tracking of punch lists, loop folders, ITRs (Inspection Test Records), and system handover documents.

Samsung E & A Arabia Co., Ltd. – Al Jubail, Saudi Arabia.

Role: - Document Controller & Material Coordinator (Piping Department)

Project: - Advance Polyolefins APOC PDH/UTOS.

Jan 2022 – Dec 2023.

KEY RESPONSIBILITIES

- Entering piping isometric drawing and daily welding report in the computer system using FMCS.
- Keep records of materials certificate for quality audit purposes.
- Maintain bin cards and e-file copy of daily materials transactions for periodic inventory.
- Time Keeping.
- Receiving incoming and outgoing documents, transmittal and new people at the department.
- Coordinating to the workers concerns.
- Admin works such as (scanning, photocopying, encoding and updating manpower lists).
- Ensures the request for overtime using (GOS/Myso) Global Operation System.
- Documentations and File Logging.
- Reviews change control documentation for accuracy and completeness.
- Typing of site documents, and follows up of all the site needs.
- Receiving incoming and outgoing documents, transmittal and new revision of drawings. (Field Instruction and Field Change Order).
- Preparation of hydro test package and TIE -IN package mark up isometric drawing and & P&ID.
- Assist on weld mapping in Isometric drawings.
- Verification of isometric drawing with respect to P&ID.
- Maintaining and updating CM tools (Construction Management) of Sub Contractors.

SINOPEC ENGINEERING GROUP SAUDI CO, LTD.

PROJECT: - YANPET EG2 EFFICIENCY IMPROVEMENT

ROLE: - Document Controller (Piping Department).

Sept 2021- Dec 2022.

KEY RESPONSIBILITIES

- Collected and organized piping documents such as isometric drawings, general arrangement (GA) drawings, and P&IDs.
- Maintained hard copy and electronic filing systems for easy retrieval of documents.
- Supported engineers and site teams by providing updated drawings and documents on request.
- Updated document logs and registers (manual or Excel) to track drawing revisions and submittals.
- Handled photocopying, scanning, printing, and distribution of piping-related documents.
- Followed up with departments to receive and dispatch technical documents on time.
- Ensured proper labeling, coding, and filing of documents as per company or project standards.
- Assisted in keeping weld logs, hydro test records, and piping material documents organized.
- Reported missing or outdated documents to the document control supervisor or engineering team.

- Supported the QA/QC and construction teams in locating necessary documentation during inspections and site work.
- Managed and controlled all piping-related documentation including drawings, isometrics, welding logs, material records, and test packages.
- Ensured accurate receipt, registration, distribution, and tracking of technical documents such as P&IDs, piping layouts, and spool drawings.
- Maintained up-to-date document logs and registers for IFC (Issued for Construction), AFC (Approved for Construction), and As-Built drawings.
- Tender Document Preparation: Collaborated with the engineer in charge to prepare tender documents, contracts, memos, letters, and faxes for tender clarifications, supplementary letters to bidders, and committee checklists for tender issues, approvals, and contract extensions.
- Tender and Contract Reporting: Generated weekly and monthly reports for senior management regarding the status of live tenders and contracts, ensuring proper tracking and timely resolution of delays in the tender cycle.

VISHAL ENGINEERING & CONSTRUCTION CO. LTD. INDIA.

PROJECT: - Super thermal Power Plant

ROLE: - Document Controller (Admin Department).

Sept 2020- Aug 2021.

KEY RESPONSIBILITIES

- Maintained physical and electronic filing systems for letters, memos, circulars, and official records.
- Scanned, photocopied, and printed office documents for daily use.
- Sorted and labeled incoming and outgoing documents with accurate reference numbers.
- Assisted in data entry tasks, including updating staff lists, office records, and forms.
- Ensured neat and proper filing of documents in designated folders and cabinets.
- Delivered internal documents to departments as per instructions from Admin Supervisor.
- Created and updated logs/registers for administrative files, employee records, and company correspondences.
- Distributed circulars, memos, and notices to relevant departments and staff.
- Monitored document expiration dates (e.g., ID cards, contracts) and alerted concerned departments.
- Handled confidential documents such as employee files, salary slips, and contracts with discretion.
- Assisted HR/Admin in compiling onboarding and offboarding documentation.
- Coordinated with external vendors for submitting or receiving administrative documents.
- Developed and maintained a structured document control system for the admin department using Excel or DMS tools.
- Prepared reports and document status summaries for management and department heads.
- Controlled access to sensitive documents and implemented document security procedures.
- Supported audits by organizing and providing required admin documentation.
- Coordinated across departments (HR, Finance, Procurement) for documentation flow and compliance.
- Trained junior admin/document staff on filing systems, naming standards, and document control procedures.
- Managed archiving and disposal of outdated records in compliance with company retention policies

TECHNICAL SKILLS

- Microsoft Excel – Data Entry, VLOOKUP, Sorting, Filtering Basic Formulas.
- MS Word- Documentation and Formatting.
- Manual Material Cataloging.

- Hardcopy Recordkeeping.
- Computer Knowledge – File Management, Data Typing.
- Email Communication – Outlook, Gmail, etc.
- Document Management Systems (DMS).
- MS Office Tools.
- Filing & Indexing.
- Document Coding & Numbering.
- Tracking & Logs.
- Pre-Commissioning Documentation.
- Revision Control.
- QA/QC Coordination.
- Handover Dossiers Preparation.
- Compliance & Standards.
- Punch List Management.

CORE COMPETENCIES

Piping Department

- Management of Piping Drawings, Isometrics, and P&IDs
- Revision Control of IFC, AFC, and As-Built Documents
- Coordination with Engineering, QA/QC, and Site Teams
- Maintenance of Welding Logs, Test Certificates, and Material Traceability
- Compilation of Mechanical Completion (MC) and Ready for Commissioning (RFC) Dossiers
- Use of Document Management Systems (Aconex, FMCS)

Materials Department

- Control and Tracking of Material Submittals and Purchase Orders
- Documentation of Inspection Reports, Receiving Logs, and Inventory Records
- Coordination with Procurement and Warehouse Teams
- Maintaining Material Data Sheets and Certificates of Compliance
- Managing Vendor Document Submissions and Approvals

Pre-Commissioning Department

- Handling Pre-Commissioning Packages, Test Reports, and Loop Folders
- Coordination of Punch Lists and Close-Out Documentation
- Preparation of Commissioning and Mechanical Completion Documentation
- Maintaining Calibration Certificates and Instrument Logs
- Ensuring Compliance with QA/QC and Project Standards

Admin Department

- Management of Administrative Records, Memos, Contracts, and HR Files
- Filing, Indexing, and Archiving Physical and Electronic Documents
- Preparation of Reports, Logs, and Correspondence Tracking
- Handling Confidential Documents with Discretion
- Coordination Across HR, Finance, Procurement, and Other Departments
- Use of MS Office and Basic Document Management Systems

EDUCATION

- Bachelor of Technology (B. Tech) in Computer Science (CSE) – Northeast Frontier Technical University (NEFTU), Arunachal Pradesh, India, 2021.

- Higher Secondary Education (12th) – St. Xavier's High School, Patna, Bihar, India, 2017.
- Secondary Education (10th) – Arya Bal Shanti Niketan, Munger, Bihar, India, 2015.

STRENGTHS

- Strong sense of responsibility and ownership of work
- High level of accuracy and focus on data quality
- Excellent coordination and communication with cross-functional teams
- Quick learner and adaptable to new tasks and work environments
- Strong time management and ability to handle multiple tasks
- Hardworking, punctual, and dependable team member
- Ability to work independently with minimal supervision

INDUSTRY KNOWLEDGE

- ISO Standards: In-depth understanding of document control standards, including ISO 9001.
- Regulatory Compliance: Knowledge of legal and safety documentation requirements in construction, engineering, and oil & gas sectors.
- Document Control: Expertise in managing technical documentation, project-specific reports, and standard operating procedures (SOPs).
- Strong understanding of safety regulations and standards.
- Excellent knowledge of hazard identification and risk assessment.
- Proficient in using safety equipment and tools.
- Effective communication and interpersonal skills.
- Fire Safety Management System.
- Occupational Health Safety.
- Hazard Identification and Risk Assessment Health and Safety Inspection.
- Workplace Safe Work Practices.
- Firefighting Systems.
- Fire Prevention and Control Methods Work Permit System.
- Health Safety Observation Reporting.
- Accident/incident reporting and investigation.
- Personal Protective Equipment (PPE).
- Toolbox Talk.

PERSONAL INFORMATION

- Age: 26 years old
- Birthdate: 02-02-99
- Birthplace: Bihar, Jamui, India
- Civil status: Unmarried
- Citizenship: Indian
- Passport no: U4822364
- Date of Issue: 07-10-2020
- Date of Expiry: 06-10-2030

LANGUAGES

- ENGLISH
- HINDI

ADVANTAGES

Good communication skills; excellent negotiator; efficient in multi-tasking; out of the box thinking with dynamic adaptability.

Best Regards

Md Namat Ullah

Document controller.



APOC PDH/UTOS PROJECT

SAMSUNG E&A

CERTIFICATE OF APPRECIATION

This Certificate of Appreciation is awarded to

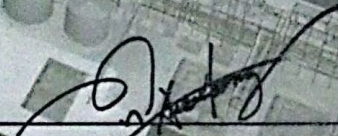
MD NAMA TULLAH

(SESA - Document Controller)

For his commendable services and contributions rendered to
the APOC PDH / UTOS PROJECT

Given this 15th day of February 2025


JAEHO KANG
SESA EHSS MANAGER


JAEHONG KIM
SESA CONSTRUCTION MANAGER

CERTIFICATION

To whom it may concern,

This is to certify that **Mr. MD NAMAT ULLAH** was employed with **SAMSUNG E&A** as a **Document Controller** in the Commissioning & Piping Department for the APOC PDH/UTOS Project, Jubail Industrial City 2, Kingdom of Saudi Arabia.
Since 2-Jan-2023 to 15 Feb-2025.

During his stay with the project, he has proved to be a dedicated and hardworking employee. He has shown that he is capable in rendering his services by all possible means. He performed his job well and has provided excellent support to the company in meeting with all safety & health requirements.

This certification is being issued to him on his own request for a better prospect. We have no objection if he joins anywhere.
We wish him all the best on his future endeavors.

MD.MAHFOOZ ULLAH
Md Mahfoozullah

Senior Commissioning Supervisor
SESA Comm. Department
APOC PDH/UTOS Project



APOC PDH/UTOS PROJECT
TRAINING IDENTIFICATION CARD
SESA EHSS DEPARTMENT

PRE-COM/COMMISSIONING



Serial No:

3579

Name: MOHAMMAD NAMAT

Designation: Document Controller

A handwritten signature in blue ink, appearing to be 'Yasir', written over a horizontal line.

Yasir

Trained by
SESA Trainer