

Wajid Ali Khan

Document Controller _ACONEX Expert
Saudi Arabia (Riyadh Manpuha city)
+966553746159
Transferable Iqama



About me:

I am an experienced and skilled document controller potentials with approximately Six years of experienced am an expert in storing, managing and maintaining company and project document while ensuring accuracy and quality. Highly skilled in data and documents management, system administration and all level user training for the EDMS, with major experience in Aconex. Process document for revision and approval organize documents from conception to distribution and filling and create system to be used to train staff on document control processes. Growth mindset and be willing to help the team to move business forward with any task. Ability to establish and maintain the effectiveness of proper documentation and electronics filling in accordance with company standards and procedures.

Career objective:

To obtain a document controller where i can utilize my knowledge and experience in document management and document control implement efficient document management system and improve collaboration. Improve overall document control processes and procedure, ensuring compliance with standard and regulations.

PROFESSIONAL EXPERIENCE

AL- FALAH Contracting Company

- ▶ Position: Document Controller
- ▶ March, 2023 To December, 2024
- ▶ Riyadh, Saudi Arabia

Duties & Responsibilities:

- Provides solutions for steel structure and steel fixing.
- Correspondence via ACONEX.
- Issuing documents by EDMS system i.e. ACONEX.

- Implemented a system for the efficient storage, organization, retrieval, and archiving of documents.
- Making Transmittal for invoices, Drawings, WIR, MIR, NCR CLOSUER, SON CLOUSER, SOR CLOUSER, NTP, RFI, ITP, Procedures, MAR, Weekly Report, Monthly Reports and Method Statement & Risk Assessment, preparing Soft Copy Record, Hard Copy Record and Submit through online Bentley project wise software to client for approval.
- Distribution of Documents on Server and through Emails with Management and Department Heads.
- Preparing Weekly and Monthly Reports.
- Keep record of all invoices of All Subcontractors and distributes timely with the related departments for actions.
- Submitting and maintain record of Official letters of management with Client and consultant.
- Reporting all documents to company head office.
- Create systems to manage company documents.
- Ensure that all documents are up to date.
- Conduct company audits to ensure documents are being followed.
- Frequently conduct document audits confirming they are current and accurately reflect recorded evidence
- Ensure revised documents are accessible.
- Assist with communication during external audits.
- Work with auditors to maintain ISO status.

Bridge Saudi Company Ltd

- Position: Document Controller
- January, 2021 To December, 2022
- Tabuk, Saudi Arabia

Duties & Responsibilities:

- Provides innovative solutions for transportation networks and civil engineering projects. Specializing in the design, construction, and maintenance of roads, highways, bridges, and other vital infrastructure
- Produced documents progress reports for seniors' managers.
- Shared documents at key times to facilitate timely project completion.
- Trained team in document control and records management best practices.

- Amended documents accurately, communicating and redistributing to relevant personnel where necessary.
- Gathered information and prepared data for use in reporting and documentation.
- Adhered to security protocols, keeping sensitive information and documentation private.
- Assisted with updating and improving working practices and document control and records management approach,
- Resolved issues related to documentation and associated information.

BCI Services (Pvt.) Ltd

- Position: IT Support Engineer
- June 2019 To October 2020
- Swat, Pakistan

Roles and Responsibilities:

- ❖ Ensuring that all the relevant project documentation is registered and maintained in the electronic document management system (EDMS) via Oracle Aconex.
- ❖ Responsible for day-to-day tasks associated with managing and controlling project and documentation records.
- ❖ Maintaining a tracker of all incoming and outgoing correspondence as per project communication and document control procedures.
- ❖ Preparing documents for uploading to Aconex in accordance with Neom standard & Procedures.
- ❖ Preparing letters, reports, and general correspondence for submission in accordance with the standard project templates.
- ❖ Ensuring that all project related records such as correspondence, transmittals, meeting minutes logs and schedules, recorded, and maintained in DMS.
- ❖ Reviewing all outgoing and incoming documentation to ensure compliance with internal procedures and statutory regulations.
- ❖ Identifying and numbering documents that come into the department or organization.
- ❖ Ensure that hard and electronic copies of document files are kept in physical and digital records.
- ❖ Liaise and co-ordination between other Consultants, Proponents, PMC's & Contractors for facilitating documents workflows.
- ❖ Assisting the project manager to follow the minimum requirements.
- ❖ Distributed all project correspondence to relevant stakeholders promptly and maintained project documentation.

- ❖ Archiving, scanning, and printing project-related internal and external documents as needed.
- ❖ Using Neom portal to create workforce id/registration.
- ❖ Maintained an established data distribution system and schedule for the assigned project based upon client, project, and supplier requirements.
- ❖ Assisting the QA/QC and Construction team to follow the minimum requirements.
- ❖ Ensured all vendors are following the document numbering system, which is implemented in compliance with the Ma'aden standard.
- ❖ Handling submitted documents by filing and reviewing the project documents.
- ❖ maintenance of quality and project documentation and some general office administration.
- ❖ Create Template for future use.
- ❖ Prepared a format for the monthly automated timesheet as needed.
- ❖ Responsible for the timely, accurate and efficient preparation and management of documents.

Education and Qualification Attained:

- | | |
|---|-----------|
| ★ (SSC) Matric | 2010-2012 |
| ✓ Swat Board Kp, Pakistan | |
| ★ (Fsc) Pre-Engineering | 2012-2014 |
| ✓ Swat Board Kp, Pakista | |
| ★ Bachelor's Degree in Computer Science | 2015-2019 |
| ✓ University of Agriculture Peshawar Kp, Pakistan | |

Technical Skills:

- ❖ Using EDMS (Electronic document management systems) namely Aconex project-wise.
- ❖ Familiarity with project document management system.
- ❖ Have six years of experience in a related document control field.
- ❖ Ability to work under pressure and in a multicultural environment.
- ❖ Excellent Skills in Microsoft Office (MS EXCEL, MS Word, OUTLOOK, PDF Editor)
- ❖ Excellent in collecting and arranging the document of files.
- ❖ Proven work experience as a Document Controller/similar role.
- ❖ Using Oracle Cloud ERP Automates Process.
- ❖ Document Classification and Categorization

- ❖ Document Formatting and Editing
- ❖ Demonstrated flexibility, strong multitasking organizational skills, and analytical -problem-solving abilities.
- ❖ Knowledge of SharePoint.
- ❖ Confident and Employee Self-service.
- ❖ Self-Initiative and Self learning.

Languages:

- English-Good in written and spoken.
- Urdu - Good in written and spoken.

Reference:

- Reference can be furnished on demand.



S.No. A014692

The University of Agriculture Peshawar

Provisional Certificate

Wajid Ali Khan S/O Liaqat Ali Khan

Class No: 047 Reg: No. 2015-Agr-U-33193 Session: 2015 - 2018 a student of

Institute of Business and Management Sciences (IBMS)

has passed all the prescribed Examinations for the Degree of

Bachelor of Science in Computer Science

under Semester System. He has obtained 2.88 / 4.00

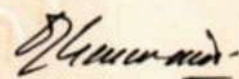
Cumulative Grade Point Average (CGPA) with 66.67 % Marks.

Result declared: May 15, 2019

Date of issue: May 17, 2019

Prepared by: Muhammad Siraj

Checked by: 



Controller of Examinations

Serial No: B030584

Registration No: 2015-Agr-U-33193



The University of Agriculture Peshawar

In recognition of the fulfillment of prescribed requirements

Awards

Wajid Ali Khan S/O Liaqat Ali Khan

the degree of


BACHELOR OF SCIENCE

in

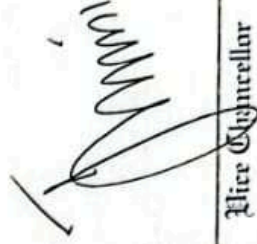
COMPUTER SCIENCE

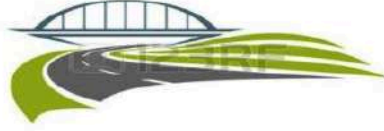
On May 15, 2019


Registrar


Controller of Examinations




Vice-Chancellor



AL- FALAH Contracting Company Building King Abdul Aziz Street 17 Riyadh

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Ref No: 8C/0-130

Date : 03 January, 2025

EXPERIENCE CERTIFICATE

This is to certify that **Wajid Ali Khan Liaqat Ali Khan** been working with us as a **Document Controller** from March 2023 to December 2024.

During the entire period we found him an obedient, honest and hardworking person. He is will capable in handling his routine duty in excellent manner.

His work was praised by all concern and we received no complaint against him. He is a skilled man fully aware from his job. We strongly recommend them to those who are looking for a reliable and experienced person like Wajid Ali Khan. He bears good moral character and we wish him success in every walk of life.

Issued by_

Khalid

KhalidMemoni(HR)

AL-FALAH contracting co.



Bridge Saudi Company Ltd
Dec 28, 2022

TO WHOM IT MY CONCERN

This is to certify that **Wajid Ali Khan Liaqat Ali Khan** as worked in Bridge Saudi company on the project of 3 Office tents at NEOM Community 1 & NEOM Community 2 as **Document Controller** from **January 2021 to December 2022.**

During his tenure, we found him hardworking, duty bound and productive
We wish his all success in his future endeavors.

Sincerely,



Zinab Naji Al-Mulla
HR Manager
Bridge Saudi Company Ltd.

BCI Services (Pvt.) Ltd.

KARACHI | LAHORE | ISLAMABAD UAN: 111-224-000 | www.bci.net.pk

October 15, 2020

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Wajid Ali Khan**, holding CNIC No. 15601-8294842-3, was employed with **BCI Services (Pvt.) Ltd** from **June 2019 to October 2020**. During his tenure, he worked as an **IT Support Engineer** and was assigned to our client, **M/s. Alfiah Bank**. Throughout his service, he demonstrated professionalism, technical expertise, and dedication to his responsibilities. His contributions were valuable to our organization, and we appreciate his efforts. We wish him success in his future endeavors.

With Best Regards

For BCI Services (Pvt.) Ltd.



(Mirza Saleem Baig)

GM Admin & Customer Services