

Shabir

Project Coordinator & Document Controller – Civil & Landscape Projects

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Location: Riyadh, Saudi Arabia

Professional Summary

Detail-oriented **Project Coordinator and Document Controller** with over **10 years of experience** in civil construction and landscaping projects. Currently contributing to the landmark **King Salman Park Project** in Riyadh. Proven track record of managing site operations, controlling project documentation, and coordinating with stakeholders to meet deadlines and quality standards. Skilled in **document management systems, progress reporting, technical records maintenance, and project delivery support.**

Core Competencies

- Project Coordination and Scheduling
 - Document Control and Records Management
 - Civil and Landscape Execution Oversight
 - AutoCAD and Technical Drawings
 - BOQ Preparation and Quantity Takeoffs
 - Construction Site Supervision
 - Progress Reporting and Documentation
 - Client and Consultant Communication
 - Inspection Coordination and QA/QC
 - Resource and Manpower Planning
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Professional Experience

Modern Gardens Limited, Riyadh, Saudi Arabia

Project Coordinator & Document Controller – Civil & Landscape

Apr 2022 – Present

Project: King Salman Park

- Coordinating daily site execution activities for hardscape and softscape works in collaboration with consultants, subcontractors, and client representatives.
- Leading the document control process, ensuring that all project documents, drawings, technical submittals, and approvals are recorded, tracked, and distributed in compliance with project requirements.
- Preparing and maintaining project registers, correspondence logs, transmittals, and controlled documentation.
- Managing work schedules, manpower planning, and material requisitions.
- Overseeing execution of interlock paving, kerbstone installation, soil preparation, planting, and irrigation systems.
- Reviewing and verifying incoming and outgoing project documentation for accuracy and completeness.
- Generating daily, weekly, and monthly progress reports for management and clients.
- Supporting audits, inspections, and QA/QC procedures through accurate record-keeping and document retrieval.

Easel2 Company, Jaipur, India

Site Engineer

March 2016 – June 2019

- Supervised civil and landscape works, maintaining site records and documentation.
- Coordinated daily tasks and ensured adherence to drawings, safety standards, and reporting requirements.
- Assisted in preparation of technical reports, material approvals, and work completion records.

Rask Construction, Bangalore, India

Site Engineer

June 2013 – December 2015

- Managed site activities for civil and landscape works.
- Prepared site records, material delivery logs, and daily work reports.
- Coordinated with contractors, suppliers, and consultants to maintain smooth workflow and compliance.

Key Projects

King Salman Park – Riyadh (Landscape Development)

ADF Project – Riyadh

KAFD Project – Riyadh

Private Villa Landscaping – Riyadh

HM World City – Bangalore

Sattva Aspire – Bangalore

L&T Mall – Jaipur

Education

Bachelor of Technology (B.Tech), Civil Engineering

JJT University, Rajasthan, India – 2013

Higher Secondary (12th Grade)

Rajasthan Education Board – 2009

Certifications

AutoCAD – Computer Center, Rajasthan, India

Indian Driving License – Light Motor Vehicle

Technical Skills

AutoCAD

Microsoft Excel, Word, PowerPoint

PDF Mark-up and Document Control Tools

BOQ and Quantity Takeoff (Basic)

Progress Tracking and Reporting Software

Personal Information

Date of Birth: 26 September 1992

Iqama No.: 2520610268

Marital Status: Married

Nationality: Indian

Declaration

I hereby declare that the information stated above is true and correct to the best of my knowledge and belief