



# MUHAMMAD AZEEM

Project Management | QMS Documentation Specialist

+966 55-782-0425 E-mail: azeem.emba@gmail.com www.linkedin.com/in/mazeem1/

Jeddah, Saudi Arabia

## SUMMARY

Enthusiastic in Project management, Quality assurance and control, documentation specialist with over 20 years experience in engineering and construction, hospitals, governments Projects.

## EXPERIENCE

PMO Coordinator | QMS Specialist

07/2025 - Present

SADEEM AL ARAB Engineering

Jeddah, Saudi Arabia

- Project Planning Documentation: Assist in developing project plans, schedules and budgets under the guidance of the project Manager. Prepare and organize project documentation, including submittals, RFIs, Contrats and change orders. Track and maintain Project drawings.
- Coordination Communication: Communicate project updates to stakeholders and resolve site specific queries. Schedule and document project meetings, including minute-taking and follow up actions. Act as liaison between field staff, clients, subcontractors, engineers, and suppliers.
- Budget Resource Management: Monitor Project Costs, labor tracking and productivity data. Assist in Procurement including material, purchase orders and vendor coordination.
- Develop, implement maintain QMS to ensure compliance with ISO 9001 standards.
- Administrative Technical Support: Assist in estimating, bid proposals and change order documentation. Manage job closeout tasks including O&M manuals and warranty tracking. Managing all projects documentation, projects invitations, bidding, tenders and Designs for selecting Consultancy and contracting companies.

Export and QA/QC Manager

01/2019 06/2025

ATKINT Medical (Manufacturer and Exporter)

Sialkot, Pakistan

- Develop, Implement and maintain QMS to ensure compliance with regulatory standards. Conduct internal/external audits and address non-conformances. Oversee quality manuals, inspection reports and certificates records. Liaise with clients, suppliers and regulatory bodies to resolve quality issues.
- Responsibility for planning, developing and administering the Document Control Management System, procurement, quality management and procedures for the company.
- Responsible for maintaining & controlling the issue of Manufacturing Policies and Procedural documents as per the (company) Document Control Procedure. Responsible for Human resourcing management, recruitment procedures, interview, and trainings.
- Responsible and Supervise all shipping from origin to destination country. Responsible for customs clearance and bank payments.
- Manage all material procurements and oversee the raw material and finished products stocks.

Project Coordinator | Sr. Document Controller

12/2014 - 11/2018

Abdullah I . Al Subeaei Holding Co.

Jeddah, Saudi Arabia

- Head of Document Control Department. Responsible for maintaining and controlling the Projects of the company.
- Produced company document control procedure, communication & document management plan. Maintaining all incoming, outgoing Letters, Transmittals and Vendors documents of the consultant Contractors and all stakeholders.
- Maintaining all document registers of Receipts, Issues, Submission, Test Reports, and RFI etc.
- Coordination between the office, contractor and Site offices for documentation, Minutes of Meetings, Letters, Transmittals and for the final submissions of Documents, drawings, Vendors Submittals and suppliers.
- Managing all projects documentation, projects invitations, bidding, tenders and Designs for selecting Consultancy and contracting companies.
- Documentation Approval procedure for the project executions.
- Developing Project Management, communication procedure for the project consultant and contracting companies to Control the projects documentation.

Project: Lulu Hyper Mall, Makkah Al Tayseer Tower

Client: Abdullah Ibrahim Al Subeai

## Resident and Visa

Jeddah, Saudi Arabia

Iqama Valid & Transferable

Driving License: Valid

## EDUCATION

### - Executive MBA

in Project Management from Preston University Pakistan. 2014 2016

### - Bachelor in Computer Science

from Virtual University Pakistan, 2012 2014.

### Diploma in Business Administration

from Technical Education Pakistan, 1994.

## SKILLS

Project management. Leadership.

Communication skills.

Quality audit and assurance.

Computer, windows and networks

Microsoft office applications

MS Project, MS Visio

Primavera (P6)

EDMS, Aconex

Project policy and procedures

Health & Safety professional

Fire Safety Professional

## TRAINING / COURSES

### Project Management Professional (PMP)

Certificate of Participation Completed 40 hours classes, which was held at MTMM Program office under the joint Sponsorship of the Jeddah Municipality Project at MTMM office auditorium dated Oct 8th, 2011 to Oct 13th, 2011. Control

### PMI Membership

PMI Membership: Member since 2013.

### ISO 9001 - 2008

Quality Management System. Internal Auditing

### Occupational Safety and Health Professional

OSHAcademy Safety and Health Training (132 Hours)

### Fire Safety Trainer

Certified and Completed fire safety training project at Yambu Technical College, Saudi Arabia.

## LANGUAGE SKILLS

English ( Read, Write, Speak)

Arabic ( Read, Write, Speak)

Urdu (Native)

## Project Coordinator | Sr. Document Controller

02/2014 - 11/2014

### Manens-Tifs S.p.A.

Riyadh, Saudi Arabia

- Worked as a Sr. Document controller, Project coordinator for Ministry of interior Medical Security Forces Hospitals Jeddah, and Riyadh Projects.
- Maintaining all incoming, outgoing Letters, Transmittals and Vendors documents of the Client (MOI), Contractors and stakeholders.
- Maintaining all document registers of Receipts, Issues, Submission, Test Reports, and RFI etc.
- Excellent Communication between the office, contractor and Site offices for documentation, Minutes of Meetings, Letters, Transmittals and for the final submissions of Documents, drawings and Vendors Submittals.
- Maintaining the all documents according to the document management plan.
- Maintaining all documents using Primavera Contract Manager, EDMS (ASITE).

Project: Medical Security Forces Hospital (Jeddah & Riyadh)

Client: Ministry of Interior

## EXPERIENCE

### Project Coordinator

03/2012 - 01/2014

### Al Sharaf Engineering and Contracting Co.

Jeddah, Saudi Arabia

- Responsible for maintaining & controlling the issue of project technical documents as per the (company) Document Control Procedure.
- Responsibility for planning, developing and administering the Document Control Management System and procedures for the company. To ensure that an up to date general filing system including a master file of all types of materials required is maintained. And also updated in company system software.
- Responsible and maintained as per project quality plan, project documents are separately maintained for different stages (Technical inquiries, Designs, Construction, Supervision and Maintenance.
- Documents controlled by using Project Management system (Primavera P6). Maintain all the daily incoming and outgoing documents either papers or electronics files.
- Maintain registers of all receipts and issues or submissions of documents ( soft copies , hard copies, test reports, RFI, QA / QC inspections , procedures Plan) in computer excel sheets and on project management software ( Primavera ).
- Maintain manual filling system and Upload all approved documents, test reports, comments and RFI to the relevant projects on the Primavera project management system.
- Communicating with QA QC department head regarding further management of documents and prepare project reports required by the project managers.

### Project Coordinator | Sr. Document Controller

02/2009 - 03/2012

### Mott Mac Donald Engineering & Consultancy (MTMM)

Jeddah, Saudi Arabia

- Work with different levels of personnel within an organization to to analyze and solidify an overall Project strategy, and planning.
- Coordinate actions with internal procurement and legal teams if needed.
- Report status of current contract processes to management.
- Serve as a liaison between internal and external parties during contract development and negotiation stages.
- Responsible for maintaining & controlling the issue of project technical documents as per the (company) Document Control Procedure.
- Planning, Developing and administering the Document Control Management System and procedures for the company.
- Maintain all incoming, outgoing documents and uploading all shop drawings on Project management system (Primavera).
- Scan all the required documents and backups on the file server.
- Archive and retrieve as necessary the old project documents and store them in Archive Department in office.
- Maintain registers of all receipts and issues or submissions of documents ( soft copies , hard copies, test reports, RFI, QA / QC inspections , procedures Plan) in computer excel sheets and on project management software ( Primavera ).
- Maintained registers of all receipts and issues or submissions of documents ( soft copies , hard copies, test reports, RFI, QA / QC inspections , procedures Plan) in computer excel sheets and on project management software ( Primavera ).
- Maintained manual filling system and Upload all approved documents, test reports, comments and RFI to the relevant projects on the primavera project management system.
- Accelerate the return of documents and approvals or comments within the required time frame from internal and external parties, contractors whom the documents have been issued or distributed.

Project: Jeddah City Development

Client: Jeddah Municipality

- Worked with multi tasks and responsibilities in Controlling all documentation, legal contracts and procurement. Direct communications with the clients, Suppliers and Contracting companies.
- Review and proofread documents for consistency of documents format and system concerns.
- Prepare reproduction or maintenance of documents if needed.
- Review procurement proposals.
- Prepare reports and Memorandum.
- Support and organize all copies of hard & soft copies, incoming and outgoing documents.
- Support and maintain the computers, printers and all other equipment's on site projects.