

ABDUL WASAY ABBASI (DOCUMENT CONTROLLER)



Personal Information:

Name:	ABDUL WASAY ABBASI
Date of Birth:	18.10.1994
Profession:	SharePoint, Aconex, Document Management, Microsoft Office Suit, Adobe Acrobat.
Total Professional Experience:	07 Years
Academic Qualification:	16+ Years of Education. Masters in computer sciences.
Nationality:	PAKISTAN
Visa Status:	Holding Transferable KSA Iqama
Passport:	WT1018201
Address:	Building No 7950, Tariq bin Ziad Street, Tabuk, Al Nahdi District
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- Managed and maintained electronic and hard copy filing systems for technical and administrative documents.
- Implemented and ensured compliance with document control procedures in accordance with ISO and company standards.
- Controlled distribution, revision, and retrieval of project documentation including drawings, reports, contracts, and correspondence.
- Maintained version control to ensure accurate and up-to-date documentation across all departments.
- Coordinated with project teams, engineers, and contractors to ensure timely document submission and approvals.
- Prepared document transmittals, tracking logs, and submittal registers for ongoing projects.
- Uploaded and organized documents in Document Management Systems such as SharePoint, Aconex, or EDMS.
- Ensured secure storage and proper archiving of confidential records and project files.
- Supported internal and external audits by providing requested documentation and tracking records.
- Trained and guided team members on document control processes and system usage.
- Ensured proper naming conventions, metadata tagging, and file indexing to enhance search and retrieval efficiency.
- Reviewed incoming documents for accuracy and compliance with project or client requirements.

WORK HISTORY

COMPANY	CLIENT	START END DATE	POSITION	COUNTRY
Tamimi Global Co, Ltd.	NEOM	May 2024 to June 2025	Senior Document Controller	SAUDIA ARABIA
China State Construction Engineering Corporation B-6 (CSCEC B-6)	NEOM	February 2023 to March 2024	Document Controller	SAUDIA ARABIA
M&S Construction Compony	World Bank	July 2018 to December 2022	Administrative Officer	PAKISTAN

Company/Project	Tamimi Global Co, Ltd.
Designation	Senior Document Controller
Start & End Date	May 2024 to June 2025

Roles & Responsibilities

- Oversee receipt, registration, classification, and distribution of all project documents including drawings, contracts, reports, and correspondence.
- Maintain version control, track revisions, and ensure all stakeholders have access to the latest documents.
- Ensure proper storage and filing systems for both electronic and hardcopy documents.
- Lead and mentor a team of junior document controllers.
- Act as the main point of contact for document-related queries within the project team.
- Coordinate with engineering, procurement, construction, and management teams to ensure timely submission and approval of documents.
- Ensure compliance with Reviva, SIRC, and Saudi regulatory standards for documentation.
- Support audits and inspections by maintaining accurate, retrievable, and complete document archives.
- Implement and update document control procedures and workflows.
- Ensure secure access, backup, and recovery of all project files.
- Implement best practices for electronic and hardcopy filing systems.

Company/Project	China State Construction Engineering Corporation B-6 (CSCEC B-6)/Spine Mountain Running Tunnel
Designation	Document Controller
Start & End Date	February 2023 to March 2024

Roles & Responsibilities

- Receive, log, and distribute all incoming and outgoing project documents, including technical drawings, reports, correspondence, and specifications.
- Maintain comprehensive document registers and filing systems (both electronic and hard copies) in line with project requirements.
- Ensure proper version control and timely distribution of documents across project teams and stakeholders.
- Verify that all documents comply with (CSCEC B-6) quality standards and project specifications.
- Assist in the preparation and formatting of reports, transmittals, and project correspondence.
- Support audits and inspections by maintaining accurate and readily retrievable documentation archives.
- Liaise closely with project engineers, contractors, suppliers, and (CSCEC B-6) representatives for document submissions and approvals.
- Coordinate with other departments to ensure seamless document flow and resolve any document-related issues promptly.
- Administer and manage the Electronic Document Management System (EDMS) used in the project.
- Ensure backup, recovery, and secure access to project files.
- Implement and maintain a coordinated and consistent filing system; ensure that all filing is up-to-date and in accordance with (CSCEC B-6) procedures.

Company	M&S Construction Compony/City Development Project
Designation	Administrative Officer
Start & End Date	July 2018 to December 2022

Roles & Responsibilities

- Manage and coordinate day-to-day administrative operations to support project teams and ensure smooth workflow in compliance with World Bank policies and procedures.
- Organize meetings, workshops, and conferences, including logistics, scheduling, venue arrangements, and preparation of relevant materials.
- Prepare and process procurement requests, purchase orders, and contracts in accordance with World Bank procurement guidelines.
- Maintain accurate records of project documentation, financial transactions, and administrative files using official databases and document management systems.
- Facilitate communication between internal departments, external partners, and stakeholders to support project implementation and reporting.
- Assist in budget tracking, expense monitoring, and financial reporting, ensuring compliance with donor requirements and organizational standards.
- Coordinate travel arrangements, visa processing, and accommodation bookings for project staff and consultants.
- Support recruitment processes, including advertisement, candidate screening, interview scheduling, and onboarding activities.
- Monitor office supplies inventory and coordinate timely procurement to ensure uninterrupted office operations.
- Ensure compliance with World Bank’s environmental, social, and safety policies within the administrative function.
- Support audit preparation by compiling required documentation and responding to audit queries.
- Provide administrative support to senior management and project teams, including drafting correspondence, reports, and presentations.

SKILLS	<ul style="list-style-type: none"> • Attention to detail • Time management • Team collaboration • Adaptability and learning agility • Analytical Thinking • Communication • Documentation • Time Management • Team Collaboration • Microsoft Office (MS Word, MS Excel, MS PowerPoint, MS Outlook) • Aconex • Document Management Systems (SharePoint, Aconex, EDMS) • Version Control & Revision Tracking • Filing & Archiving (Digital & Physical) • Compliance with ISO Standards & Quality Management • Attention to Detail & Accuracy • Strong Organizational & Time Management Skills • Microsoft Office Suite (Word, Excel, Outlook)
REFERENCE	<ul style="list-style-type: none"> • Will be furnished upon request