

Hamza Rehman Khan

Document Controller

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SUMMARY

Document Controller with 9 years of experience overseeing physical and digital documentation systems within fast-paced engineering and construction environments. Proven expertise in document management, administrative support, and ensuring accurate information flow across multidisciplinary teams. Skilled in preparing presentations, and managing user access permissions to maintain secure and efficient systems. Experienced in maintaining documentation matrices, streamlining workflows, and enhancing collaboration to support project success. Committed to contributing to organizational growth through documentation excellence, process improvement, and effective team coordination.

EXPERIENCE

DOCUMENT CONTROLLER

Dec '24 — Present

SSH Design

Riyadh, Saudi Arabia

Working as document Controller at SSH CSD (Construction Supervision Division) at MSHC project, Qiddiya

- Coordinated with various stakeholders including the Client, PMC, Design Consultant, and Contractor's Document Control teams to ensure streamlined documentation workflows and accurate information flow across all project phases.
- Conducted weekly coordination meetings with presentations and equipment setup support to ensure documentation procedures set by QIC were aligned with project requirements.
- Maintained comprehensive registers for all correspondence; ensured stamping, recording, and circulation to relevant groups and project team members.
- Prepared and submitted detailed Weekly and Monthly Reports for QIC leadership, covering document control performance, project work progress, and compliance with workflows.
- Reviewed contractor's submissions to ensure compliance with project requirements and performed Quality Assurance checks prior to forwarding for approvals.

DOCUMENT CONTROLLER

Aug '23 — Dec '24

SSH Design

Riyadh, Saudi Arabia

Worked at SSH in Design Project at RCOC, Diriyah Phase 1

- Controlled, tracked, and issued project documentation including correspondence, transmittals, and change orders, ensuring compliance with general administrative support standards.
- Performed internal quality assurance (QA) checks to ensure compliance with project standards before every submission.
- Maintained up-to-date records within the electronic document management system (EDMS), ensuring version control, secure access permissions, and accessibility across teams.
- Successfully submitted over 1,000 documents during each design phase, meeting strict deadlines and quality benchmarks.

DOCUMENT CONTROL (ACTING SUPERVISOR)

Dec '21 — Aug '23

Al Ayuni Investment & Contracting Company

Riyadh, Saudi Arabia

Has been working as a Document Controller (Acting Supervisor) QMS Department Head Office.

- Spearheaded the development of a document control database system, enhancing tracking of approvals, revisions, and quality checks while overseeing information flow for compliance.
- Designed and maintained internal training procedures for EDMS, including ACONEX, SharePoint, and MS Office tools, with focus on permissions and group management.
- Established a performance monitoring system for Document Control staff, standardizing KPIs and aligning with the project work matrix for quality consistency.

DOCUMENT CONTROLLER

Nov '19 — Dec '21

Al Ayuni Investment & Contracting Company

Riyadh, Saudi Arabia

Has been working as a Document Controller at STW230 Project for Saudi Railway (SAR)

- Maintained a register of all incoming and outgoing mail, stamping and recording before circulation to ensure accurate distribution groups and information flow.
- Controlled, tracked, and issued project documentation including correspondence, site instructions, change orders, NCR, RFI, and submittals, ensuring compliance with workflows and administrative support.

DOCUMENT CONTROLLER / SITE SUPERVISOR

Nov '16 — Jan '19

Sharqawi Co

Riyadh, Saudi Arabia

Have been working as a Document Controller in GOSI Maintenance project.

- Generated detailed reports and ensured proper storage of completed tasks in response to service tickets raised by tenants.
- Maintained accurate logs of all activities and completed work, ensuring transparency, traceability, and alignment with the project work matrix.
- Managed and allocated incoming service tickets within the team to optimize workflow and timely resolution.
- Prepared monthly reports summarizing completed work, project work progress, and information flow for management review and planning.

EDUCATION

- integrate business principles with advanced computing knowledge to develop professionals who can design, implement, and manage technology solutions for organizations

PROFESSIONAL COURSES

Aconex Certified Associate, Oracle

Aconex Certified Professional, Oracle

Certified Human Resources Manager (CHRM), CPD

Certified Human Resources Professional (CHRP), CPD

Level 5 Diploma in Computing, NCC Educations

Advanced Diploma in Software Engineering, Aptech

Diploma in Information Systems Management, Aptech

SKILLS

Relevant Skills Access Permissions, General Administrative Support, Presentations, Information Flow

Document Management Document Control Systems & EDMS, Document Security & Confidentiality, Oracle Aconex, Microsoft Word, Power BI Dashboard, Microsoft Excel

Human Resources Human Capital & HRIS, HR Management and Development

Team Coordination Cross-Functional Team Coordination

Reporting Project Reporting & Communication, KPI Dashboards