



Personal Profile
Lead Document Controller | PMIS|
Email: mubeen.khanrsc@gmail.com
Phone: 0535368078
Location: Alwajh, Tabuk Region, Saudi Arabia
LinkedIn Mubeen-Khan (Verified)
<https://www.linkedin.com/in/mubeen-khan-b96314155/>
Visa Status: *Transferable Iqama & immediately Joining*

LANGUAGES
English, Arabic & Urdu

MAJOR PROJECTS LIST
Red Sea Global Project AMAALA– Couples & Family’s
Hotels & Branded Residences
Red Sea Global Project AMAALA- Wellness & Medical
Buildings Project

PMIS SKILLS
Document Management Control Software -Project
Management -Organizational Skills -Communication
Skills-Problem-Solving Abilities-Training and
Development- Quality Assurance- Time Management-
Team Collaboration- Leadership Abilities

IT PROFICIENCY
Microsoft 365 Products like outlook, Excel, PowerPoint,
Microsoft Word, SharePoint, Microsoft Teams Meetings
SOFTWARES
Aconex, Procure, Smart Sheet, Oracle Primavera

ACHIEVEMENT & AWARDS
Appreciation Award by Rawabi-JV-Hassan Allam & Red
Sea Global Amaala Saudi Arabia

APPROVAL LIST
Amaala Red Sea Global Approved
PROFESSIONAL EXPERIENCE



Executive Summary

I served as a Lead Construction Document Controller with 5 years of experienced managing documentation for high Profile projects, including those with Red Sea Global in Saudi Arabia. In this role, I implemented and maintained efficient document control systems, ensuring accuracy, compliance, and the timely distribution of project documents. I coordinated with clients and internal teams to ensure seamless communication and project execution. My strong organizational skills, attention to detail, and ability to thrive in fast-paced environments contributed to the successful delivery of large-scale construction projects.

EDUCATION & EXPERIENCES AREAS OF EXPERTISE

EDUCATIONS
Bachelor of Business Administration BBA

CERTIFICATIONS
Diploma of Health Safety & Environmental / Aconex
Accredited Professional Certified. Nebosh IGC.
QMS ISO 9001 2015 Lead Auditor/ IOSH Health & Safety/ Data
Documentation and Record Keeping for Organizational Excellence /
Microsoft 365 Professional etc.

Lists of Professional Experienced
Employer: Advanced Product Company/First Pools
Client: AMAALA Red Sea Global
Position: Senior Document Controller
Project: Amaala Marina Hotel - MH-03



Employer: Rawabi Specialized Contracting
Client: AMAALA Red Sea Global
Position: Project Information Specialist | DC
Project: Rosewood| Six Senses



Employer: Hassan Allam Construction Company
Position: Document Controller
Project: Red Sea Global Project Amaala FourSeason



Employer: IFMI AL – Ala meya Group
Position: Document Controller
Project: Red Sea Global Umluj Project



01-Technical Department
Managed all Shop Drawings, Drawings, Snag Drawings, IFC Issue for
Construction Drawings, BIM & RFI Transmittal Sent to Client. Uploaded and
managed shop drawings & Cad files on Aconex, ensuring accurate
categorization, version control, and distribution & maintained log sheet.

02-QA/QC Department
Managed all QC Documents like as MIRS /WIRS / ITP Inspection & Test Plan,
QA/QC Audit Reports / Method Statements/ QC Minutes of Meetings /
Comprehensive Strength Reports / FDT Test Reports / Steel Reports & PQI
Project Quality index. Maintained daily basic Log sheet.

03-Health & Safety Department
Managed all H&S Documents like as Incident Reports, Weekly H&S Scorecard
Assessment, H&S Resumes, Extended Work Hours Permit, Friday Work
permit, Heat Stress incident Reports, Heat Stress Management plan &
maintained Log sheet

04-Environmental Department
Managed all Environmental Documents like Monthly Environmental
inspection checklist, Monthly Environmental Performance Report, LEED
Weekly Checklists, Monthly Environmental Monitoring Report etc.

Mail Transmittals
Daily Report, Certificate, Request for information RFI, Weekly & Monthly
Progress Reports, letters, Bonds

RESPONSIBILITIES AS PMIS| DOCUMENT CONTROLLER

1. Solid Experienced in all Phases of Multitask Project as Document Controller uploading EDMS (Aconex,) of Shop Drawing, Material Submittal, and Letter Correspondence from Client & Consultant.
2. General management duty for the in-Project operation including Technical & Clerical support group.
3. Accurately computer expert by using program such as or EDMS (Aconex, Project Wise, Share Point) MS Office, MS Excel, Power Point, Outlook, Adobe Acrobat Professional etc. in Handling projects Documents.
4. Fluent Verbal & Oral in English & vital Arabic's (Basic).
5. Well experienced in Document Controls, Office Administration, Documentation, Reports Making, expertise in handling project Documents.
6. Co-coordinating among Client, Consultants, Contractors
7. Using Document management system- EDMS (ACONEX-Project Wise) for all project documents.
8. Responsible for complete Document and Data Control Activities
9. Compilation of all Documents and Submission to the Consultant & Client
10. Uploaded all documents through EDMS System (Aconex) and sent to concern department head & Consultants and client.
11. Submitted & Response Project Management Note, Variation Order, Letter of Award, Contract Documents, Engineering Instruction & Cost Proposal, Extension of Time (EOT), RFI, General & Commercial Letters, Quotations, Material Approval Request, Inspection Request, HSE Department, Commercial Department, Project Control Department Daily, Weekly, Monthly Progress Reports.
12. Providing Leadership and creating enthusiasm amongst the Staff of the Department to encourage Teamwork.
13. Weekly statics Reports are generated as per Project Managers/Project director.
14. Processed of Submittals for Shop & Design Drawings, Calculations, Method Statements and Materials furnished by the Contractor for Client's requisite Review & Approval
15. Handling of Tender Drawings and other 'Contract Documents.
16. Updated all database in Excel Log and scanned the documents & Keep on Company Server.
17. Contractor & client's incoming & outgoing letters and daily report
18. Updated Weekly & Monthly Time Sheet.
19. Distributed all electronic copies through email and physical delivery to the Concern Department Head.
20. Processed incoming and outgoing communication & correspondence data, including numbering of documentation as per Client document management plan and requirement.
21. Ensure that all documents are checked, maintained & updated as per Company policy, and keep ready for Audits.
22. Responsible for completed Document and Data Control Activities.
23. Filing of documents as per ISO 9001: 2008 Quality Standard & Procedure.
24. Reporting to the Technical Manager & assisting about all day-to-day activities
25. Responsibilities include Documentation Receiving, Recording, and updating of all the documents related to contractor, Consultant, and Client, manually and online.
26. Documents included Submittals technical Query, Shop Drawings, Material Submittals, Document Submittals, Client's incoming & outgoing letters and daily report.
27. Managed and maintained documentation related to quality assurance and quality control activities, including inspection reports, test results, Non-Conformance Reports & Concrete Reports & FDT Test Reports.
28. Managed and organized Health and safety documentation, including policies, procedures, manuals, reports, and records, incidents, accidents, and near misses, including documenting details, initiating investigations, Permits, Leadership site Reports Weekly Reports and Monthly Reports

Reference Provided Upon Request



MAIL TYPE
Workflow Transmittal

MAIL NUMBER
AMA02011-WTRAN-025632

REFERENCE NUMBER
AMA02011-WTRAN-025632

Final (WF-008292) 011C43_RSC_Curriculum Vitae of Document Controller Mubeen khan

From Christopher Davey - RSG- Amaala Destination


To (7) Mr Saqlain Raza - RSG- Amaala Destination (+6 more...)

Cc Mr Ghanashyam Preetha - RSG- Amaala Destination

Sent Thursday, 5 October 2023 3:39:56 PM AST (GMT +03:00)

Status N/A

DOCUMENT ATTACHMENTS (1)

File	Document No	Revision	Title	Status
	1TB02011-011C43-RSC-CVE-AD-0001	C0	Curriculum Vitae of Document Controller Mubeen khan	Accepted

MESSAGE

Workflow Review History

The attached documents have completed the "011C43_RSC_Curriculum Vitae of Lead Document Controller Mubeen khan" workflow with the following results :

This transmittal was automatically generated.

Doc No	Step	Participant	Review Outcome	Comments
1TB02011-011C43-RSC-CVE-AD-0001	DC QA/QC Check	M Alsaadi	Accepted	
	Package Lead Review	E Rivera	Accepted	

Lee Siadankay
RSG- AMAALA DESTINATION

Final (WF-035908) TB MH3 - Swimming Pools & Water F...
WORKFLOW TRANSMITTAL

24/03/2025
AMA01009-WTRAN-106334



MAIL TYPE

Workflow Transmittal

MAIL NUMBER

AMA01009-WTRAN-106334

REFERENCE NUMBER

AMA01009-WTRAN-106334

Final (WF-035908) TB MH3 - Swimming Pools & Water Features Works Package - (009C22 APC) - CV of Mubeen khan Project Document Controller

From Lee Siadankay - RSG- Amaala Destination


To (7) Mr Mustapha Hussein - Advance products company limited (+6 more...)

Cc (2) Logesh Thirugnanasambandam - RSG- Amaala Destination (+1 more...)

Sent Monday, 24 March 2025 1:04:06 PM AST (GMT +03:00)

Status N/A

DOCUMENT ATTACHMENTS (1)

(0 selected)					
File	Document No	Revision	Title	Status	
	1TB01009-009C22-APC-CVE-CN-0010	C0	CV of Mubeen khan Project Document Controller	Accepted	

MESSAGE

Workflow Review History

The attached documents have completed the "TB MH3 - Swimming Pools & Water Features Works Package - (009C22 APC) - CV of Mubeen Khan Project Document Controller" workflow with the following results :

This transmittal was automatically generated.

Doc No	Step	Participant	Review Outcome	Comments
1TB01009-009C22-APC-CVE-CN-0010	DC QA Check	S Sharma	Accepted	
	Amaala Package Manager	J Janardhanan	Accepted with Comments	2 months probationary
	Project Lead	L Siadankay	Accepted	