

MUHAMMAD ARSLAN

Document Controller

EXPERIENCE

Aema Al Khalij Contracting Company Riyadh, KSA 2023-2025

Client: Shibh Al Jazira Contracting Company ,
Bechtel, Neom

Location: Trojena W 14



About Me

Seeking a challenging position as a Document Controller with an organization that the vision and the potential for development, growth, and expansion and at the same time maintain a high standard of performance and business ethics



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Riyadh City.

LANGUAGE

- English
- Urdu
- Punjabi
- Arabic (Basic)

EXPERTISE

- Management Skills
- Creativity
- Interpersonal Skills
- Negotiation
- Critical Thinking
- Leadership

DUTIES AND RESPONSIBILITIES

- Document Controller:
- Administer external and internal site correspondences the thesoftware available in the project (ACONEX).
- Prepared digitalfiles, physical documents & work request in compliance company guidelines.
- Transmitted documents, organized revisions & tracked changes.
- Manage file archival & information retrievals.
- Performed document reproduction, printing documents from electronic sources such as email attachments, pdf file & cloud storage.
- Identify areas of weakness & recommended or implemented process improvements.
- Inspected part with accuracy, reporting problems or defects quickly.
- Print and distribute documents.
- Scan and upload documents of the company.
- Collect and register all technical documents, such as drawings and blueprints in the company's system.
- Review and update documents for maintenance and quality control.
- Keep other personnel updatedon new document versions and how to obtain access.
- Handle records across various departments.
- Create templates for use by other personnel.
- Maintain confidentiality regarding sensitive documents.
- Establish and maintain recordretention timelines.
- Create filing and archivingssystem for documents.
- Check metadata according to clients' requirements.
- Send workflow internally and follow-up.
- Speak with suppliers.
- Reported on document controlprocesses.
- Administered documentlifecycle (author, approve,publish, revise, retire, archive).
- Prepared electronic document templates.
- Checked incoming documents for readiness prior to processing.
- Used web-based document sharing tools.
- Created and maintained all client-facing knowledgebase articles.
- Created all internal and external systemrelease notes.
- Created how-to documentation for all system features.

EDUCATION

Imperial College of Business Studies

Bachelor Mechanical Engineering
2014-2018

Lahore Poly Technical College

DAE Mechanical Engineering
2010-2013

SKILLS SUMMARY

Project Management

Auto Cad

Battery Regeneration

Automobile Maintenance

Troubleshooting & Commissioning

Preventive Maintenance.

Technical Reporting &
Documentation.

In Page & MS Office.

NEBOSH

EXPERIENCE

WESCO , Mechanical Engineer

2020-2023

Client : Keller , MOI , AL Babtain

- Preparing and submitting all work Inspection test reports (WIRs).
- Review and analysis all MEP drawing materials, Schedules/ program of work etc.
- Attending weekly and monthly meeting along with consultant and main - subcontractors.
- Preparing weekly and monthly report & Reported with Manager and Construction Manager.
- Materials / Work inspection to inspect with consultant.
- Preparing As Build Drawing (Auto Cad).
- Day-to-day monitoring work and planning entire work.
- Monitoring of work as per specification, local & and international standards & and codes.
- Identification of subcontractors and suppliers& collecting questions & and close coordination with subcontractors.
- Rising IR, IIR of site MEP works for consultant approval or in case of any clarification required.
- Attending authority inspections as per the project schedule. Attending all testing & and commissioning of MEP services.

FAZAL - E -RASHEED & COMPANY

LAHORE , PAKISTAN.

2017-2019

Client : Style Textile , Nestle , BSS . Lacas ,

- Provided all maintenance schedules on weekly bases monthly bases, Dailey Maintenance Report
- Inspected all types of Air conditioners, refrigeration systems (cold storage,) cooling towers, chillers, boilers for heating, AHUs (Air Handling units), humidifying, dehumidifying or dehydrating and ensuring proper charge (pump gas or fluid in the system), start, test, service, and repair the installed systems.
- Work from blueprints, drawings, or verbal instructions to mount or place system components.
- HVAC system testing lines to detect leaks using testing devices, and record the reading to ensure the system is functioning satisfactorily.
- Dealing with and assisting Client representatives /Consultants /Contractors /Third-party agencies for FAT. Witnessing, meetings, technical discussions, and final clearance.
- Estimates, prepares, and assigns the resources such as manpower, materials, consumables, equipment, tools, etc., required for all Ducting and related works before execution.