

# CURRICULAM VITAE

## **Nadeem Iqbal Ali Mohammed**

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For the Post of **Document Controller (Iqama Transferable)**

### **PROFILE:-**

- Result-oriented professional with 21+ years of extensive experience in Document Controller.
- Onsite Gulf 10 + years of experience including 9 years in Saudi Arabia and 1 year in QATAR.
- Skilled in controlling the numbering, filing, sorting and retrieval of electronically stored or hard copy documentation produced by technical teams, projects or departments in a timely, accurate and efficient manner.
- Expertise in preparing written documentation & correspondence, evaluating incoming & outgoing correspondence and preparing responses as appropriate; maintaining follow-up with administration of project sites for daily report.

### **SKILLS:**

- Diploma in Computer Application (MS- Office (Word, Excel, PowerPoint, MS- Access etc) & DTP (Coral draw, PageMaker, Photoshop).
- Software Programme ORACLE Aconex, Thinkproject Cloud and Procore.

### **EDUCATION QUALIFICATION:**

- Passed 10th From Mumbai Board In 1995
- Passed 12th From Mumbai Board In 1997.
- Bachelor Degree in Commerce in 2000 (Undergraduate).

### **WORK RESPONSIBILITIES:**

- Designing and maintaining document control systems and workflows to ensure efficient organization and retrieval.
- Implementing version control to track changes, manage revisions, and prevent errors.
- Organizing and storing electronic and hard copy documents in a systematic, secure, and accessible manner.

- Updating & uploading of Approved documents, Transmittals, Letters through ACONEX-ORACLE Software as per Project requirements.
- Receive, check and register of all Project documentation and the distribution and issue to the necessary parties.
- Managing the entire lifecycle of a document, from creation to final disposal or archiving, including establishing retention schedules.
- Updating & uploading of Approved documents, Transmittals, Letters through ACONEX-ORACLE Software as per Project requirements.
- Ensuring documents are distributed to the correct internal and external stakeholders at the right time.
- Creating reports on document management activities and company records.
- Knowledge of SAUDI ARAMCO QMIS System, Thinkproject Cloud, Oracle & Procore in Online Submission.
- Maintained All Material Transmittal E.g. Structural, Architectural, Plumbing and Drainage. Transmittal Calculations, Prequalification, Shop Drawing and Sketch, RFI (Request for Information) Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
- Responsible for all business correspondence and Internet transactions such as Receives information / issues via telephone, telefaxes, letters, internet. Which concern the activities of the company and discuss with the Superior Persons like Project Manager.

#### **PROFESSIONAL EXPERIENCES IN GULF:-**

- Presently Working as Document Controller in AIEDCO Company in Saudi Riyadh Project.
- Worked in Nesma United Industries Document Controller cum Secretary 13 Dec 2017 to 15-Aug 2023.
- Worked with Mohammed Ali Swaliem Co. – Abqaiq, Saudi Arabia as a Document Controller as Document Controller from October 2013 to December 2014.
- Worked with Mohammad Al-Mojil Group (MMG) – Jubail, Saudi Arabia as a Document Controller as Document Controller from May 2011 to June 2013.
- Worked with TADMUR Contracting WLL, QATAR as a Document Controller from March 2008 to March 2009

#### **PROFESSIONAL EXPERIENCES IN INDIA:-**

- Worked with AMI India Logistics Pvt. Ltd, India as a Document Controller from March 2003 to December 2007.

- Worked with MAX Engineering, India as a Document Controller as Document Controller from March 2009 to April 2011.
- Worked with Mahavir Road & Infra Pvt. Ltd, India as a Admin from March 2015 to February 2017.

## PROJECT WORKED IN GULF:

### QATAR:

Client : Qatar Petroleum  
 Contractor : TADMUR Contracting W.L.L  
 Project : Foundation Student Center  
 Duration : March 2008 – March 2009

### SAUDI ARABIA:

Client : SAUDI ARAMCO – WASIT GAS PLANT (KHURSANIYAH)  
 Contractor : MOHAMMED AL-MOJIL GROUP  
 Project : WASIT GAS PLANT  
 Duration : May 2011 – June 2013

Client : SAUDI ARAMCO - ABQAIQ  
 Contractor : Mohammed Ali Swaliem Co. – Abqaiq, KSA.  
 Project : Saudi Aramco - Install Pipeline Leak Detection & Corrosion Monitoring Systems - Phase 1  
 Duration : October 2013 to December 2014

Client : KING ABDULLAH UNIVERSITY SCINENCE AND TECHNOLOGY  
 Contractor : NESMA UNITED INDUSTRIES PVT. LTD.  
 Project : 1. Welcome Center  
 2. UPS Expansion  
 3. Radio Active  
 4. Field Farm Core Lab.  
 Duration : December 2017 to April 2022.

Client : RED SEA GLOBAL DEVELOPMENT COMPANY  
 Contractor : NESMA UNITED INDUSTRIES PVT. LTD.  
 Project : 1. Southern Dunes Hotel  
 Duration : May 2022 to May 2023.

Client : RED SEA GLOBAL DEVELOPMENT COMPANY  
Contractor : NESMA UNITED INDUSTRIES PVT. LTD.  
Position : Logistic Coordinator  
Project : H-11 & H-10 Hotels Inland Project  
Duration : June 2023 to August 2023.

Client : RED SEA GLOBAL DEVELOPMENT COMPANY  
Contractor : NESMA UNITED INDUSTRIES PVT. LTD.  
Project : R12-T06C04 INLAND SHURA ROAD Project  
Duration : August 2023 to May 2024.

#### **WORK RESPONSIBILITIES:**

- Filing and controlling all the master (original) documents and their full history.
- Updating & uploading of Approved documents, Transmittals, Letters through ACONEX-ORACLE Software as per Project requirements.
- Receive, check and registrar of all Project documentation and the distribution and issue to the necessary parties.
- Transmitting, Receiving, Registering, numbering, file naming, uploading, superseding etc. of Documents (Drawing, Material Submission Method Statement, Pre-Qualification (Sub contractor), Operational Procedures, Operation & Maintenance Manual.
- Updating and maintaining the Project Document Control databases with Project requirements.
- Monitor the incoming and outgoing of project documents relating to vendor and engineering documents.
- Manage and maintain electronic copies on all finalized vendor data books, drawings, engineering documents and etc...Maintain and log projects internal/external transmittals and correspondence.
- Preparing and submitting NDT Assessment Reports to Our Client (Saudi Aramco)
- Knowledge of SAUDI ARAMCO QMIS System, Thinkproject Cloud, Oracle & Procore in Online Submission
- Punch List updates Mechanical, Electrical & Instrumentation, and Over Head Power Line Update & Organization Chart.
- Responsible for all business correspondence and Internet transactions such as Receives information / issues via telephone, telefaxes, letters, internet. Which concern the activities of the company and discuss with the Superior Persons like Project Manager.
- Maintained All Material Transmittal E.g. Structural, Architectural, Plumbing and Drainage. Transmittal Calculations, Prequalification, Shop Drawing and Sketch, RFI (Request for Information) Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.

**PERSONAL DETAILS:**

Father's Name : Iqbal Ali Mohammed  
Date of Birth : 29th September, 1977  
Nationality : Indian  
Marital Status : Married  
Passport No. : V5270963  
Place of Issue : Jeddah  
Languages Known : English, Hindi  
Hobbies : Net Surfing, Reading Books, Playing Cricket.

**DECLARATION:**

I hereby declare that all the information mentioned above is true and correct to the best of my ability and belief.

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**(Nadeem Iqbal Ali Mohammed)**