

# CURRICULUM VITAE

**Adnan Azam**

**Senior Document Controller**



E-mail: [adnanazam400@gmail.com](mailto:adnanazam400@gmail.com)

Mob no: +966-538646394

Location: Riyadh - KSA

Experience: 11 Years

**Approved: NEOM PARSON JACOBS**

## Career Objective:

To leverage my expertise in document control, project coordination, and Aconex software management to ensure accurate and efficient handling of project documentation, streamline communication among stakeholders, and contribute to the successful execution of construction and infrastructure projects. Eager to apply my organizational skills and attention to detail to improve document flow, compliance, and overall project delivery in a dynamic and challenging environment.

## Experience

- Over 11+ Years Experience in Documentation Management for various infrastructure and earthwork Projects Across KSA. Proficient in Aconex Submission of construction Documents for Approval & for Information, for Action via Transmittal, Workflow, General Correspondence in the Aconex. Aconex Certified. Expert knowledge if Procure, Asite and all major EDMS's working in KSA.

## Documents

- CVS, HSE,ENV Plans, PQP, PQD,PEP, MST, ITP, MIR ,WIR, MAT, Procedure, MOM, SCD, Technical Reports, Organization Chart, Insurance Policies, Performance Bonds, Letters, Payment Certificates (IPC), INCR, NCR, SOR, Daily Weekly Monthly Progress Report, Daily and Two week Quality look Ahead, Monthly Quality Reports, Book 01 Main Report, Book 02 Data Collection, Book 03 Collections Reports, Book 04, 3C Drawings, Book 05 Project Specifications, 3A Concept Design, 3C Detailed Design, IFC Drawings, As Built Drawings, Project Calibration Logs and Certificates, Lesson Learn Register, any kind of Technical & Non-Technical Documents Tender Documents Submission via Aconex.

## Key Responsibilities

- Currently Managing a team of 6 Document Controllers and 4 Projects in NEOM & Riyadh
- Aconex Admin for all ongoing Projects
- Responsible for the incoming and outgoing documents.
- Using EDMS (Electronics Documents Management System).
- Maintain Register Log for all Outgoing and Incoming Documents.
- Developed DC plans, procedures and work processes to cover the registration, distribution, reporting, storage and handover for all project deliverables and correspondences.
- Focus on Approval cycle, confidentiality and alerts of any delays in pending documentation.
- Expedite the return of documents and approvals or comments within the required time from internal and external parties to whom they have been issued or distributed.
- Ensuring all contracts documents, including tender documents, accurately uploaded to Aconex.
- Ensuring all documents are accurately uploaded and registered in Aconex.

- Ensure the correct stamping all documents or drawings in accordance with the prevailing document control procedure.
- Internal Audits & External Audits (PMC).
- Request for Extension of Time (EOT)
- TOC (Taking Over Certificates)
- Effective Documentation.
- Document Distribution. (ENV, HSE, Civil, & QC NCR, SOR, RFI) & Closing NCR& SOR)
- Maintain and update Master Logs efficiently to ensure accurate status of submissions.
- Using Aconex to facilitate collaboration among project stakeholders.
- Uploading documents and distributed via Aconex as per Distribution Matrix.
- Controlling documents revisions, ensuring accuracy and compliance with project requirements.
- Creating and managing documents templates, metadata, and workflows.
- Developing document control procedures, including numbering, naming, and versioning conventions.
- Providing training and support to project team members on Aconex usage.
- Coordinate with Client & Consultant Document Controller for issue an Aconex account for Staff.
- Set-up/assist documents control filing system and maintain all files within the filing department. outgoing and incoming documents in share point.
- Implement the selected EDMS (Electronic Documents Management System).
- Adopt archiving policies and contractual requirements to all documents.
- Create workflow templates in Aconex.
- Resolve document control issues and discrepancies promptly.
- Documentation of all project Deliverables as per project Specification & Scope of work.
- Coordinate with internal Project Team for the Documents close out.
- Contract Process; Setting up the Contractors workflow via Aconex.
- Make sure that all deliverables meet the standard documents requirements.
- BIM documentation & reports.
- IFC, As Built & GIS drawings uploading & receiving through Aconex.
- Installing & Configuring Software Such as MS Office/Photoshop etc
- Good Experience with Outlook \*& Share Point
- Maintaining Backup/Restore & Data Recovery.
- Helping in the planning stages of a specific project.
- Review the project documents from Consultant and Contractor & Subcontractors for the Quality and assurance as per client Procedures.
- Follow up and expedite priority items with relevant managers, engineers, consultants and contractors.
- Coordinate with consultants and contractors to send and receive various reports, drawings, submittals and other outstanding issues.
- Copy, scan and store documents.
- Provide support in managing document revisions, updates, and approvals.

## Work Experience

**Company** : Fourth Pyramid Contracting Co. (FPICO)

**Position** : Senior Document Controller

**Duration** : June 2025 to Present

**Client** : Tejoury/Sultan Holding

**Consultant** : C-Bloc

**Project** : Cubic Private Storage

**Company** : AlFahd Contracting Co

**Position** : Lead Documents Controller  
**Duration** : January 2022 to June 2025  
**Client** : NEOM/MISK  
**Consultant** : Jacobs/Dar Al Riyadh  
**Project 1** : Construction of Girls/Boys School and mobility Hub  
**Project 2** : Plot C Bulk Earthworks and Retaining wall NEOM Oxagon  
**Project 3** : Design & Build Coastguard Building  
**Project 4** : Design and Construction of South Business Community

**Company** : Esnad Al Torok Contracting Co.**KSA**  
**Position** : Project Document Controller  
**Duration** : May 2019 to Dec 2021  
**Client** : Neom  
**Consultant** : Parson  
**Project** : Plot E & F Logistic Park Bulk Earthworks

**Company** : Ramasat  
**Position** : Document Control Lead  
**Duration** : 01 September 2018 to March 2019  
**Client** : Neom  
**Consultant** : Aecom  
**Project** : Neom International Airport Earth Work Package 4

**Company** : Habib Rafiq Pvt Ltd  
**Position** : Document Control Coordinator  
**Duration** : Jan 2014 to July 2018  
**Project** : Several Earthwork and Construction Projects

## Qualifications

- Bachelors with Arts in session 2016, Pakistan
- Certificate in Accounts and Finance from Institute of Chartered Accountants of Pakistan

## Certifications

- Aconex Certified Professional
- PMP Certification (In Progress)
- Document Control: from Principles to Practise (Alison)



## Technical Skills

- Oracle Aconex
- AutoCAD
- M/S Office
- SharePoint
- Adobe Acrobat
- Scanning
- EDMS Experienced
- Quality & Safety
- Workflows
- Bidding Tender
- Strong computer skills
- Effective typing skills
- Strong IT skills in MS office including outlook, excel and word.
- Manages quality assurance documents
- Create workflow templates in Aconex.
- Effective communication with project teams, stakeholders, and contractors
- Excellent organizational skills with attention to detail
- Excellent organizational skills with attention to detail
- Maintain a company's files, archives, records, and other documentation

## Languages:

English, Urdu

## Personal Details

Full Name : Adnan Azam  
Father Name : Muhammad Azam  
Date Of Birth : 31 Jan1989  
Religion : Islam  
Marital Status : Married  
Driving License: Valid  
Iqama : Transferable  
Nationality : Pakistan

**References:** References to be furnished Upon request.

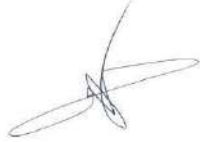
25 Dec, 2021

## To Whom it May Concern

*Mr Adnan Azam* worked as a permanent employee with Esnad Contracting Company from *May, 2019 to 25 Dec, 2021*. He joined Esnad at the position of Project Document Controller and held the same position at the time of leaving.

Mr Adnan is loyal and always places the company's welfare above all else. He is an independent and self-directed person who can communicate effectively. During his Tenure here, he has been a true asset to the company. We wish him all the success in his future endeavors.

Sincerely,



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Mohammad Al Mukhtar  
General Projects Manager  
Esnad Contracting Company

**03 OXAGON**

NEOM Industrial City  
NEOM  
Saudi Arabia



MAIL TYPE  
Workflow Transmittal

MAIL NUMBER  
PAR-WTRAN-201331

REFERENCE NUMBER  
PAR-WTRAN-201331

## Final (WF-074537) 4800000823 - CV for Mr Adnan Azam - Document Controller

From Mr NIC.DC Parsons - SAUDI ARABIAN PARSONS LIMITED

To Mr NIC.DC Parsons - SAUDI ARABIAN PARSONS LIMITED

Cc (4) Mr 4800000823 DCC FHD - AIFahd Co. - Al Fahd Company  
NEOM Regional DC - NEOM - Projects  
Mr Nezar Battan - NEOM - Projects  
Mr Lawrence Dupreez - SAUDI ARABIAN PARSONS LIMITED

Sent Wednesday, 25 October 2023

**MESSAGE****Workflow Review History**

The attached documents have completed the "4800000823 - CV for Mr Adnan Azam - Document Controller" workflow with the following results :

*This transmittal was automatically generated.*

Doc No	Step	Participant	Review Outcome	Comments
03-120000-4800000823-FHD-HRM-CVS-000017	NIC.DC	N Parsons	A - Work May Proceed	Please comply with NEOM standard procedures throughout the project.

**03 OXAGON**

NEOM Industrial City  
NEOM  
Saudi Arabia



MAIL TYPE  
Workflow Transmittal

MAIL NUMBER  
PAR-WTRAN-149796

REFERENCE NUMBER  
PAR-WTRAN-149796

## Final (WF-053910) 4800000701-CV FOR ADNAN AZAM-DOCUMENT CONTROLLER

**From** Mr Carlo Pepe - SAUDI ARABIAN PARSONS LIMITED

**To (2)** Mr Carlo Pepe - SAUDI ARABIAN PARSONS LIMITED  
Mr NIC.DC Parsons - SAUDI ARABIAN PARSONS LIMITED

**Cc (5)** Mr 4800000701 Esnad - Esnad Altorok contracting  
NEOM Quality & Excellence Document Control - NEOM - Engineering & Technical Services Dept  
NEOM Regional DC - NEOM - Projects  
Mr Iyad Sawalha - NEOM - Projects  
Mr Joost Hendriks - SAUDI ARABIAN PARSONS LIMITED

**Sent** Tuesday, 23 May 2023

**MESSAGE****Workflow Review History**

The attached documents have completed the "4800000701-CV FOR ADNAN AZAM-DOCUMENT CONTROLLER" workflow with the following results :

*This transmittal was automatically generated.*

Doc No	Step	Participant	Review Outcome	Comments
03-180000-4800000701-ESN-HRM-CVS-000006	DCM Review	N Parsons	B - Incorporate Comments - Proceed	Approved with 3 months probation. The performance will be monitored in the period. Please comply with NEOM latest standards and procedures throughout the project.
	PMC PM Review	C Pepe	B - Incorporate Comments - Proceed	

**03 OXAGON**

NEOM Industrial City  
 NEOM  
 Saudi Arabia



MAIL TYPE  
 Workflow Transmittal

MAIL NUMBER  
 PAR-WTRAN-187720

REFERENCE NUMBER  
 PAR-WTRAN-187720

**Final (WF-069797) 4800000823 - FHD - CV Document Controller**

From Mr NIC.DC Parsons - SAUDI ARABIAN PARSONS LIMITED

To Mr NIC.DC Parsons - SAUDI ARABIAN PARSONS LIMITED

Cc (4) Mr 4800000823 DCC FHD - AlFahd Co. - Al Fahd Company  
 NEOM Regional DC - NEOM - Projects  
 Mr Nezar Battan - NEOM - Projects  
 Mr Lawrence Dupreez - SAUDI ARABIAN PARSONS LIMITED

Sent Wednesday, 13 September 2023

MESSAGE

**Workflow Review History**

The attached documents have completed the "4800000823 - FHD - CV Document Controller" workflow with the following results :

*This transmittal was automatically generated.*

Doc No	Step	Participant	Review Outcome	Comments
03-120000-4800000823-FHD-HRM-CVS-000017	NIC.DC	N Parsons	B - Incorporate Comments - Proceed	Approved for 2 months probation. In the period the performance will be closely monitored. Please comply with NEOM standard procedures.



20th July, 2025

Date of Award



**CERTIFICATE**  
**ADNAN AZAM**

has received this award for successfully  
completing the course:

**Document Control: From Principles to  
Practice**

To verify:



5733-50369467  
[alison.com/certification/check/f572577a07](https://alison.com/certification/check/f572577a07)

*Maevé Richardson*  
Director of Certification



**ZONE C BULK PROJECT**  
*(Neom Oxagon Port Development)*

# EMPLOYEE OF THE MONTH

Presented to  
**Adnan Azam**

Quality Management System Implementation

**December 2023**

Anass Osman

Quality Manager

Adil Farid

Project Manager

Akheelallah Nasser

Project Director