

MUHAMMAD SALMAN ARSHAD

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ADMIN OFFICER | DOCUMENT CONTROLLER

CAREER SUMMARY

Dynamic Administrative Officer/Document Controller with over 07 years of diverse experience in document management and administrative operations, driving efficiency across projects and departments. Expertise in document control procedures, digital filing systems, and comprehensive administrative support ensures meticulous record-keeping. Proven ability to collaborate effectively with cross-functional teams and enhance communication. Proficient in MS Office and various document management systems, dedicated to maintaining confidentiality. Commitment to leveraging skills in a managerial role to foster organizational success.

AREA OF EXPERTISE

- ✓ Document Control & Filing Systems
- ✓ Project Documentation Management
- ✓ Technical Document Handling (RFIs, Submittals, Method Statements)
- ✓ Correspondence & Communication Management
- ✓ Data Entry & Records Management
- ✓ Construction Project Coordination Support
- ✓ Meeting Minutes & Reports Preparation
- ✓ Multi-project Document Handling under Tight Deadlines
- ✓ MS Office Suite (Word, Excel, Outlook, PowerPoint)
- ✓ Time Sheet & Attendance Records Management
- ✓ Inventory & Material Records Documentation
- ✓ Administrative Support & Office Coordination
- ✓ Supplier & Subcontractor Documentation Management
- ✓ Permit & Inspection Document Handling
- ✓ Archiving and Retrieval Systems

CAREER ACHIVEMENTS

ADMIN OFFICER: Delivered efficient admin support to engineering ensuring timely documentation, material coordination, and audit compliance across civil and mechanical scopes.

DOCUMENT CONTROLLER: Supported successful delivery of stainless steel structures by managing daily schedules, fabrication progress, and client updates with minimal rework.

PROFESSIONAL EXPERIENCE

ADMIN/DOCUMENT CONTROLLER, Al-Suwaidi Yard Yanbu, Saudi Arabia

ASOUL AL ITTIHAD CONTRACTING COMPANY |

April 2023-Present

- Independently managed and controlled all project documents including drawings, RFIs, material submittals, inspection requests, and technical reports.
- Ensured accurate documentation flow between site teams, engineering departments, subcontractors, and clients.
- Maintained logs for document transmittals, submittals, drawing revisions, and approvals using Excel and internal systems.
- Handled daily administrative tasks such as manpower time sheet collection, gate pass arrangements, attendance tracking, and internal memo preparation.
- Prepared and submitted daily and weekly reports including work progress summaries, manpower reports, and site status updates.
- Supported civil and mechanical site teams by coordinating logistics, documentation, and compliance with QA/QC and HSE standards.
- Assisted in procurement coordination by tracking material requests, delivery notes, and supplier documentation.
- Organized project files, ensured proper document archiving, and retrieval systems for audit and project closure.
- Served as a communication bridge between project management, office staff, and on-site operations.

SALES EXECUTIVE

GLAXOSMITHKLINE – PAKISTAN

2012-2023

- Developed and maintained strong professional relationships with healthcare providers to effectively promote medical products.
- Conducted market research to identify and capitalize on new sales opportunities.
- Analyzed product performance data and provided strategic recommendations to drive business growth.
- Managed client interactions and sales activities efficiently using SAP and CRM systems.
- Demonstrated strong communication, negotiation, and interpersonal skills to build trust and influence stakeholders.
- Possess solid knowledge of medical terminologies and therapeutic areas relevant to the product portfolio.

EDUCATION

BSc (Hons) – Agriculture, University of Agriculture, Faisalabad,

MSc (Hons) – Agriculture, University of Agriculture, Faisalabad,

MBA – Business Administration, Government College University, Pakistan