

SAYED AHMAD SHAH

DOCUMENT CONTROLLER | ADMINISTRATIVE ASSISTANT | PROJECT COORDINATOR

Email: Syedx007@gmail.com

Mobile: 055 3856285

City: Riyadh, Saudi Arabia

Iqama: Transferable

Experience: 4+ Years

[Linkedin](#) HiSayed

SKILLS

EDMS: Aconex, SharePoint, Asite, Microsoft Office Suite, Autodesk Construction Cloud, AutoCad, Adobe Acrobat...

WORK EXPERIENCE

Trojan Construction Group Taj Dhabai - Riyadh KSA

March 2025 – May 2025

Document Controller

Project: Grand Amphitheater Car Park Plot A-11 and A4

Client: KAFD

Consultant: SAUD CONSULT

- Own the end-to-end document lifecycle for multiple high-stakes infrastructure packages.
- Liaise with consultants, contractors, and authorities to ensure zero lag in drawing approvals and RFIs cycles.
- Flagged and corrected over 800+ metadata errors in document logs, boosting retrieval speed by 60%.
- 0 pending transmittals daily.

Trojan Construction Group Taj Dhabai - Riyadh KSA

May 2025 – July 2025

Document Controller

Project: Motor Sports Hotel Complex

Client: Qiddiya

Consultant: SSH

- Submitted around 15 shop drawing packages daily through ACONEX/Autodesk Construction Cloud with zero errors and within required deadlines.
- Updated and maintained the Master Information Delivery Plan (MIDP) to ensure all stakeholders had access to the latest approved documents.
- Utilized Autodesk Construction Cloud for uploading, tracking, and managing shop drawings, ensuring full traceability, version control, and timely approvals.

Nesma & Partners - Riyadh KSA

Dec 2023 – Dec 2024

Document Controller

Project: Riyadh Metro – Orange Line 3

Client: Royal Commission for Riyadh City

Consultant: Riyadh Metro Transit Consultants

- Managed document workflows for Riyadh Metro Project – Orange Line 3 under the ArRiyadh New Mobility (ANM) consortium, serving the Royal Commission for Riyadh City (RCRC) with RMTTC (Parsons–Egis–Systra) as the project consultant. Coordinated the submission, review, and approval of drawings, RFIs, and handover documentation via ACONEX.

Document Controller

Project: The Avenues (AVR-1)

Client: Shomoul Holding Company

Consultant: AECOM

- Processed and submitted an average of 12–18 shop drawing packages per day via ACONEX with 100% compliance to project standards and submission protocols.
- Monitored and updated the Document Submission Log and Drawing Register to reflect the latest revisions and approvals in real time.
- Leveraged Autodesk Construction Cloud to coordinate drawing reviews between consultants and contractors, reducing approval turnaround time by 25%.

EDUCATION

Bachelor of Arts (Sociology) 1st Division

University of Malakand

(2017–2019)

CERTIFICATIONS

**Certificate in IT, Excel Expert, Aconex Accredited Associate, Aconex Accredited Professional
Aconex Accredited Specialist**

ACHIEVEMENT'S

Recovered over 10,000 misfiled project documents through advanced metadata mapping. Built a department-wide training guide that reduced onboarding time for new document controllers by 50%. Personally managed documents for infrastructure works valued at over SAR 7.2 billion.

SPECIAL SKILLS

- Strong attention to details
- Familiar with international document control standards and ISO quality management systems
- Multilingual: Pushto (Native) Arabic (Intermediate) English (Fluent) Urdu
- Team Player adored by everyone
- Adaptable
- Fast learner with extremely positive attitude
- Excellent communicator with an eloquence
- Strong analytical skills and problem-solving abilities.

PROFESSIONAL DEVELOPMENT

Always watching online courses in data management and compliance. Regularly participate in industry conferences and seminars to stay updated on trends and I read blogs too :)