

# Malik Muhammad Afzal



**Senior Document Controller (15 Years of Experience in Eng. & Const. Projects in KSA)**

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## PROFILE SUMMARY:

Senior document controller with 15 years of experience in engineering consultancy, EPC, and construction projects across Saudi Arabia. Proven expertise in document control (Aconex, SharePoint, SAP/ERP), ISO 9001 compliance, QA/QC documentation, and cross-functional coordination with PMC, EPC, and MEP Teams. Skilled in maintaining document workflows, version and revision control, audits to ensure 100% accuracy, timely project delivery.

Recognized for streamlining documentation processes, reducing errors by 99%, and successfully facilitating the handover of multi-million SAR Projects.

Currently Working as, a **Senior Document Controller** on (Saudi Government Confidential Project) in Riyadh – Saudi Arabia.

## Professional Experience of Saudi Arabia

**Job Title:** Senior Document Controller  
**Company:** Al-Jarba Engineering Consultant Co.  
**Location:** June 2024 – Present      **📍 Riyadh**  
**PROJECT:** Saudi Government Confidential Project

### RESPONSIBILITIES:

- Coordinate with Project Manager, QA/QC & PMC Engineers for approvals, signs
- Maintain filings, document register, log sheets of Drawings, Material Submittals, IR, RFIs MIRs WIRs MARs, NCRs, SI, SOR, MRIR, POs, MST, PQD, Technical Submittals, Inspection Schedules, Inspection Reports, Test Results, Project Quality Plans, Inspection & Test Plans (ITPs), Checklists, Test Reports & Quality Manuals.
- Manage Drawings, Specs, O&M manuals, vendor submittals tracking.
- Conduct quality checks on all incoming documents as per standard procedures.
- Generate all replies of EPC & MEP contractors' submittals and ensure timely submission of Engineers Comments – CRS, Sheet with Approval Codes
- Follow-up with all engineers for "Submittals Open" Status to be "Closed Down".
- Client, PMC, Contractors liaison to expedite workflow; ensure 100% compliance.
- Reporting to Project Manager about the document's approved & In progress status.
- Familiarity with QA/QC processes, ISO standards & construction doc workflows.
- Monitor revision control; ensure PMC teams receive up-to-date drawings & Doc.
- Conduct documents audit, achieve 100% accuracy in version control and retrieval.
- Coordinate QA/QC, HSE, PMC, PMT, HR, Finance, IT, Procur to facilitate project
- Maintain filling systems, documents register, ensure easy retrieval of documents.
- Managed and controlled 15,000+ engineering documents and drawings across multi-disciplinary projects, ensuring compliance with ISO 9001 standards.
- Cross-Functional Coordination to handover 100% on-time projects.

**PROJECTS & SCOPE OF WORK:** Construction of New Buildings | Design and Implementation of Work | Asphaltting Work | Supply and Installation of Furniture, Sanitary Upgradation| Irrigation System | Installation of New Tanks | Buildings O&M, Renovation Work | Swimming Pool | HVAC Systems| Golf Cart Maintenance | Upgrade of Elevators| CCTV| Food Laboratory Equipment | Ozone Generator | Installation of AC Units |Construction of New Workshops | F&B Stores |Renovation of Kitchens |Installation of Electric Golf Cart Battery Chargers | Installation of Humidifiers | Mosque

### Previous Roles

**Job Title:** Project Document Controller - (Proficiency in SharePoint)  
**Company:** Saudi Building & Construction Management Co. (SBCM / MAC)  
**Location:** Dec 2023 | June 2024      **📍 Riyadh**  
**PROJECT:** Equestrian Club| Hotel |Club House – (Project of MDL Beast)  
**CONSULTANT:** Dar Al Handasah Engineering Consultant Co

## EDUCATION

- **M.A** - Degree
- **M.Com** - Accounting & Finance
- **B.Com** - Bachelor in Accounting Degree attested from Saudi Embassy Saudi Culture |HEC | Foreign Affair

## CERTIFICATIONS

- **1 Year / Microsoft Office Diploma** Word| Excel |Power Point | Outlook
- **Primavera P3 | AutoCAD**

## CERTIFICATES

- **Document Controller Certificate**
- **Project Management Certificate**
- **Agile Project Management Certificate**
- **Six Sigma Green Belt Certificate**
- **Behavior Safety Workplace Certificate**
- **Procurement & Logistic Certificate**
- **Safety Management System Certificate**
- **PMP Basics Certificate**
- **ISO 9001: 2015 QMS Certificate**
- **ISO 45001- Health & Safety Certificate**
- **Familiar with ISO 9001, ISO 45001, ISO 14001, ISO 15489 & ISO 19650**
- Got 3 Online Badges from Oracle University of Aconex Associate, Professional & Specialist

## TRAINING CERTIFICATES

- **QHSE Cert. Quality, Health & Safety Env Training** - QHSE from QA International
- **The Bank of Punjab-Internship**
- **Lahore Stock Exchange-Internship**
- **Institute of Chartered Accountants of Pakistan, ICAP – Exams Invigilator**
- **Research Associate |UCP**

## ACHIEVEMENTS

- **Appreciation Letter |UCP**
- **Appreciation Letter |Project**
- **Appreciation Letter |Hard Work**
- **Best Employee Cert.**

## TECHNICAL SKILLS

Project Management| Document Workflow |Aconex |AutoCAD| Engineering Drawings| |Project Reporting Drawings, Submittals, ITPs, NCRs, RFIs, QA/QC Reports| Attention to Detail & Ability to Manage Large Volumes of Documentation| **EDMS, DMS, Cross-Functional Team Coordination**| Quality Audits & Quality Check| Project Engineering| **SAP / ERP Skills| MIS / ERP | QA/QC Team Collaboration**| Microsoft Office Suite

**LINKEDIN | PROFILE LINK**  
<https://www.linkedin.com/in/malik-afzal-83889828>

### RESPONSIBILITIES:

- Collaborate with Project Manager, Project Coordinator, QA/QC Manager, HSE, Officer and all Engineering Team.
- Maintained files & log sheet of **MAR, WIR NCR, SCR, SI, RFI, MIR, MRR**, Drawings, Pre-Qualifications, Specifications, Method Statements, Material Submittal & Supplier Documents.
- Coordinate with Procurement Manager in RFQ, Quotations, price comparison sheet, follow up with Suppliers, Contracts, POs, catalogue, specifications, BOQ and follow up with Finance to clear invoices & payments.
- Assist to the Head Office to resolve two project & KAFD project 65+ employee's issues and enhanced communication processes that reduced resolution time by 50% to escalate overall workforce satisfaction and productivity.
- Prepared daily/weekly/monthly progress reports for management and clients, ensuring transparency & compliance
- Ensure submission & approval of Red Marked-Up Doc/Drawings to convert in AS BUILT and handle Architectural **Civil / MEP / BMS / Electrical / Mechanical – SD & As-Built drawings** and **ensure quality by 95%**.
- Arranged architectural, engineering and construction deliverables submittals for consultant review and approval.
- Managed and controlled **15,000+ engineering documents and drawings** across multi-disciplinary construction projects, ensuring compliance with ISO 9001 standards. Upload all engineering submittals on Consultant **Share Point**.
- Coordinated with **PMC, EPC & MEP contractors** to ensure timely submission of RFIs, MIRs, NCRs, ITPs, QA/QC reports.

### PROJECTS & SCOPE OF WORK:

Construction of Six New Buildings | Operation & Maintenance & Renovation of Six Old Buildings | Construction of Club House | Club House BOH | Lounge | Lounge BOH | VIP Lounge | Swimming Pool | Landscaping | Gymnasium | SPA

**Job Title:** Contract Supervisor cum Document Controller

**Company:** Salem Transportation & Tourism Co.

**Location:** 2022 – 2023    📍 Dammam | Saudi Arabia

### RESPONSIBILITIES:

- Assist to the Contract Manager to organize review & **negotiate contracts**, Prepare letters, expression of interest, bid documents as per industry standard and **follow up POs with clients**.
- Managed procurement contract documents and data, consolidating reports and ensuring compliance with standards.
- Organized and negotiated contracts, pre-qualification documents, and bid submissions for transport and logistics projects.
- Designed and delivered **safety training for 45+ drivers**, identify all potential risks & reduced operational **risk by 85%**.
- Reduced documentation errors by **99%** through quality control & compliance checks. Facilitated contracts approval process.

**Job Title:** Executive Assistant cum Document Controller

**Company:** Khadamati Consultant & Projects Management Co.

**Location:** 2009 – 2018    📍 Al – Khobar | Saudi Arabia

### RESPONSIBILITIES:

- Coordinate with MD in all kind of correspondence, reply official emails on behalf of the MD.
- Arrange travels, book rent a car, hotel reservation, meet and greet official visitors, calendar management.
- Arranged meetings and follow up on action points from meetings on behalf of the MD. Order office supplies.
- Coordinate with Project Director, Project Manager, PMC Engineering Team by providing accurate documents record.
- Support procurement manager to identify best price evaluating suppliers, negotiating contracts.
- Prepared RFQ, RFP, PO, assist engineers to review BOQ, cost estimation, prepare snag list, current and pending issues list, printing of Auto Cad drawings. Managed log sheet of **MAR, MIR, WIR, NCR, SCR, SOR, SI, IR, MOM, RFI, PQD**.
- Facilitated HR on employees' affairs, correspondence with foreign agencies to bring manpower from other countries.
- Coordinated with Finance to follow-up outstanding invoices, account receivables and payables. Maintain version control.
- Quality check on all incoming & outgoing documents as per ISO standards.
- Familiarity with **EPC & MEP systems, QA/QC procedures** and commissioning documents workflows.
- Facilitated approval of **2,500+ submittals per month** using **SharePoint**, expediting workflows and reducing delays by **30%**.
- Archived 8+ projects, ensured compliance with KSA standards, co. policies and industry standards for documentation.
- Conducted **regular audits** of document, achieving **100% accuracy** in document version control and retrieval.
- Register, track, distribute, and archive **QC/QA documentation, such as ITPs, NCRs**, inspection reports, method statements.
- Project handover including **O&M manuals**, test reports, approval and Testing & Commissioning documents hand-over.

**PROJECTS:** Villas & Buildings Construction PROJECT: Khobar | Eastern Province | Dahran | Dammam | Jubail | Hassa

- Saken Compound Project: Apartments | Villas | Studios | Jubail | Saudi Arabia
- Bindayel Luxury, Villa Project: Construction of Luxury Villa | Jubail | Saudi Arabia
- Al Ruwad Compound, Villas Mega Project: 64 Villas | Restaurant | Medical Centre & Club House | Swimming pool
- Rest House Project: PMC, Services to AL-Hassa Project | KSA
- SATORP Refinery Project: Residential Housing Market Study Project | Project Management Service | Jubail

- **Al Ruwad Compound O&M Project:** Operation & Maintenance Project of BAE Systems - UK | Jubail | KSA
- **Royal Commission Project:** Block - 42 | Apartments & Masjid Project | PMC, Services | Jubail
- **Labour Compound Renovation Project:** Operation and Maintenance | O&M | Facilities Management | Dammam
- **King Abdulaziz Centre for World Culture Dahran Project:** Facilities Management | Joint Venture by Dubai Co. | Khobar
- **Properties Valuation Projects:** Al-Khobar Project | Saudi Arabia

**Job Title:** **Executive Secretary cum Document Controller**  
**Company:** **Hajaris Engineering & Industrial Projects Management Co.**  
**Location:** **2008 - 2009**    **📍 Jubail | Saudi Arabia**

**RESPONSIBILITIES:**

- Assist to the Executive Manager in office operations, manpower coordination, mobilization & demobilization.
- Reporting to Executive Manager, prepared contractual correspondence with Aramco based multinational companies.
- Coordinate shutdowns & annual turnaround shutdowns of refinery or industrial plant maintenance essential repairs, inspections and upgrades by ensuring efficient operation. Support in fabrication, construction, mechanical, electrical & civil projects. **Resolved 85+ manpower issues, maintain 100 % progress.** Prepare monthly office expense report.
- Coordinate with different companies to conduct health & safety classes before mobilization, report generation, analyzed data cleaning, work with charts, data in excel for custom reports. Coordinate time sheets with co. to prepare employees' payroll. Coordinated invoices & payments to facilitate **85% increase in collections** by follow up POs & email reminder.
- Reviewed resumes and conduct initial phone calls to assess qualifications, coordinated candidate interviews with manager.

**PROJECTS:** **Engineering & Industrial PROJECTS: Refinery | Petrochemical | Oil & Gas | Petroleum | Shutdowns**

- **Petrokemya**            **|Salt Plant Maintenance Shutdown Project**            Jubail | Saudi Arabia
- **Marafiq**                **|Water & Power Supply Shutdown Project**            Jubail | Saudi Arabia
- **Saudi Kayan**        **|Preventive Maintenance Shutdown Project**            Jubail | Saudi Arabia
- **SADAF | SABIC | Gulf Steel | Descon**    **| Shutdowns Projects**            Jubail | Saudi Arabia

**(10 Years | Pakistan Work Experience)**

Various Admin & Document Control roles in Pakistan

- **2021– 2022**    **📍 Pakistan**  
**Admin & Finance Coordinator cum Document Controller (Worked in SAP/ERP/Pinnacle)**  
**Beaconhouse National University | School of Architecture**
- **2018 – 2021**    **📍 Pakistan**  
**Admin Officer cum Accountant – (Worked in Students Management Software)**  
**Hajaris School System | Pakistan**
- **2002 – 2007**    **📍 Pakistan**  
**Personal Assistant to Dean cum Document Controller – (Worked in MIS/ERP)**  
**University of Central Punjab | Pakistan**
- **Jan 1998**        **📍 Pakistan**  
**Dec 1998**        **Assistant Accountant cum Record Keeper – (Worked in Financial Reporting Software)**  
**Medical Institute of Sheikh Zaid Hospital | Pakistan**