



PROFILE

14 Years of experience, in Project Administration and Analytical Documentations Understanding of Confidentiality Rules and Appropriate Filing Systems.

CONTACT

PHONE:
+966 58 3429897 (WhatsApp)
+966 53 8196428

IQAMA

Transferable

WEBSITE

<https://www.linkedin.com/in/mirza-wahaj-baig-970011192/>

EMAIL

Xs2wahaj@gmail.com

NATIONALITY

Pakistan

MARITAL STATUS

Married

MIRZA WAHAJ BAIG

LEAD DOCUMENT CONTROLLER

EDUCATION

Virtual University of Pakistan- 2013
Bachelor Business Administration

Board of Intermediate Education- 2009
HSC

Board of Secondary Education- 2007
SSC

WORK EXPERIENCE AND BACKGROUND

Experience in Asia and Middle East, having Highly knowledgeable and analytical Documentation Specialist and has excellent attention to detail and strong organizational skills. Having good understanding of confidentiality rules and appropriate filing systems of full detailed construction packages, transmittals, submittals and correspondence.

In addition, has also been experienced in Office Able to work both independently and in a team environment, has also worked on various high-end residential (Apartments & Villas), hospitality, education and roads line projects.

SKILLS

Aconex
Asite
Unix
Sharepoint
Ms Office
Acrobat

WORK EXPERIENCE



DAR INTERNATIONAL ENGINEERING FROM 2024 TILL DATE.

POSITION:
**PROJECT LEAD DOCUMENT CONTROLLER
CONSTRUCTION SUPERVISION CONSULTANT (CSC)**

PROJECT: PARKS, TRAILS AND GATES

CLIENT: DIRIYA DEVELOPMENT GATE COMPANY

PMC: ELLISDON

RESPONSIBILITIES:

Overall responsibility for developing, managing and maintaining the document control systems for all projects/programs.

Implementing, modifying, and maintaining the structure/system in new PRODOM in order to manage all flows of documents.

analysis of Contractor's produced documentation to check the compliance with company standards regarding numbering, graphic charts, symbols and all others aspect related to document quality.

Providing Project Management with all relevant information required for weekly/monthly project reporting.

Carrying out any other duties or tasks that may be assigned by hierarchical superiors



THE FUNDAMENTAL INSTALLATION OF ELECTRIC WORKS – FIRST FIX (CONTRACTOR) FROM 2021 TO 2024

POSITION:
PROJECT DOCUMENT CONTROLLER SUPERISOR

PROJECT: WDS (WORLD DEFENSE SHOW)

CLIENT: GAMI

PMC: SAUDI ARCHITECT

PROJECT: B05- FAMILY FARMS (DIRIYA)

CLIENT: DIRIYA DEVELOPMENT GATE COMPANY

PMC: JASARA

CSC: DAR ALHANDASA

RESPONSIBILITIES:

Processes, distributes, and maintains controlled documentation.

Supervise day to day Documents and Record Control Operations, Policies and Procedures for the secure management and access of Company Information Assets.

Execute and enforces security protocols for the access, storage, backup, maintenance, reproduction, protection and disposition of all documents.

Maintain auditing, monitoring and change control systems to insure the documents integrity, quality and version control.

Supervises and leads the documentation department and staff.



DAR INTERNATIONAL ENGINEERING FROM 2020 TO 2021.

POSITION:
**SR. DOCUMENT CONTROLLER ARCHIVE SPECIALIST
CONSTRUCTION SUPERVISION CONSULTANT (CSC)**

PROJECT: WATER DESALINATION PLANT

CLIENT: SWCC

PMC: TRECTABLE

RESPONSIBILITIES:

Authenticate and appraise historical documents and archival materials.

Create and maintain accessible, retrievable computer archives and databases, incorporating current advances in electric information storage technology.

Prepare archival records, such as document descriptions, to allow easy access to information.

Scan and convert archival documents into electronic data.

Develop safety protocols to protect archival data, records and documentation.



ABV ROCK GROUP LTD

ABV ROCK GROUP (CONTRACTOR)
FROM 2016 TO 2020

POSITION:
SENIOR DOCUMENT CONTROLLER

PROJECT: SOUTH BORDER HOUSING PROJECT
CLIENT: MINISTRY OF DEFENSE
PMC: ARCHEN



MASCO (MOHAMMAD ALI AL SWEILUM GROUP)
CONTRACTOR
FROM 2013 TO 2016

POSITION
DOCUMENT CONTROLLER

PROJECT: HHR HARAMAIN HIGH SPEED RAIL
CLIENT: SAUDI ARABIA RAILWAYS
PMC: DAR AL HANDASA

RESPONSIBILITIES:

Maintained all company documents.

Checking FTP Server, uploading and downloading of document.

Prepares and updates of distribution matrix for vendors and subcontractors
Coordinates the generation, distribution, review, tracking and transmittal of all documents, technical and nontechnical, throughout the Company.

Checking in system all relevant location documentation and ensures the technical documents are stored properly and creates efficient data storage/filing systems. Develops and maintains an up-to-date efficient system.

Provided support to project engineering management team with regards to technical document management, bulk uploading and downloading of technical documents in the company using interface applications program to Local Net Work Server.

RESPONSIBILITIES:

Gather and input project documents reports and templates.

Review all documents for accuracy and compliance with standards.

Utilize MS Access and proprietary database systems to manage documentation.

Coordinate project documentation requests with project managers. Generate technical reports for data outlining project results

Designed standardized documents and forms for project file documentation.

Answered questions and retrieved information from filing systems for project staff.

Created templates for advanced project work to organize information effectively.

Improved responsiveness of document department by recommending role restructuring.

Prepared long term storage boxes to meet project documentation requirements after completion.



Faraj Shariyan Ahsan & Co.

FARAJ SHARIYAN AHSAN & CO. CONTRACTOR
FROM 2011 TO 2013

POSITION
DOCUMENT CONTROLLER

PROJECT:
EASTERN BORDER HOUSING PROJECT
CLIENT: MINISTRY OF DEFENSE
PMC: ARCHEN

RESPONSIBILITIES:

Planned, controlled and directed the document control functions for a mining study.

Organized and reviewed project deliverables with the engineering team and monitors quality to ensure all documents conform to established standards and procedures.

Trained project personnel in automation tools and document control procedures.

Created and implemented the RFI process within the project.

Directly supported Contracts Manager with the RFP process and reviewing invoices

Data entry through Share File, PDM System Software and Excel, entered up to 100 documents daily

Handled all hard copy and electronic filing

Responsible for all invoicing to and from clients and vendors

Created power point presentations for executive quarterly reviews with clients/vendors

Cross reference of all project tags on drawings and in documents

I would like to offer my services for your esteemed organization. My resume is attached herewith for your kind perusal and hope it will meet your requirement.

RESIDENT ID

هوية مقيم

رقم النسخة ١٢

المملكة العربية السعودية



وزارة الداخلية



ميرزا وهيج بايج ميرزا أنور بايج
MIRZA WAHAJ BAIG MIRZA ANWAR BAIG

تاريخ الانتهاء: ٢٠٢٥/٠٦/١٨

مكان الميلاد: باكستان

الديانة: الاسلام

رقم الهوية: ٢٣٤٤٦٢٩٠٣١

تاريخ الميلاد: ١٩٨٦/١١/٢٧

الجنسية: باكستان

المهنة: مراقب خدمات عامة

هوية صاحب العمل: ٧٠٠٣٣٤٤٥٤١

مكان الإصدار: جوازات الرياض

مكان العمل: منطقة الرياض

اسم صاحب العمل: شركة الدار الدولية للاستشارات الهندسية



يجب التحقق
من الرمز السريع
قبل اعتماد
التعامل مع الهوية



Virtual University of Pakistan



Virtual University

Upon the recommendation of

The Faculty of Computer Science and Information Technology

confers upon

MIRZA WAHAJ BAIG

SON OF MIRZA ANWAR BAIG

the degree of

BACHELOR OF ADMINISTRATION

With all rights, honor and privileges pertaining there to

Given this

twenty seventh day of June two thousand and thirteen

A handwritten signature in blue ink, appearing to be 'S. J. Khan', written over a horizontal line.

Controller of Examinations



A handwritten signature in blue ink, appearing to be 'Abdul A. Durrani', written over a horizontal line.

Rector



ATTESTED

Raja M. Sarwar Khan
Asstt. Director
Ministry of Foreign Affairs

Qazi Abid Iqbal
Attestation Officer



SERIAL NO. 001214

BOARD OF SECONDARY EDUCATION KARACHI

STATEMENT OF MARKS
S.S.C. EXAMINATION
(FOR SUCCESSFUL CANDIDATES ONLY)

EXAMINATION ANNUAL 2002 ROLL NUMBER 232945
GROUP SCIENCE

NAME MIRZA WAHAJ BAIG

FATHER'S NAME MIRZA ANWAR BAIG

SCHOOL/PRIVATE ASGHAR CRESCENT GRAMMAR SCHOOL
R-420, SECTOR 15/B, BUFFER ZONE, KARACHI

SUBJECTS

COMPONENT-I		MARKS	COMPONENT-II		MARKS
HINDHI SALEES	52	109	MATHEMATICS	068	100
URDU NORMAL	57	/150			
ENGLISH (COMP) PAPER I	46	087	COMPUTER STUDIES (TH)	27/70	
ENGLISH (COMP) PAPER II	43	/150	COMPUTER STUDIES (PR)	24/30	
PAKISTAN STUDIES		33	PHYSICS THEORY	43/75	
		/75	PHYSICS PRACTICAL	12/25	
ISLAMIAT		64	CHEMISTRY THEORY	43/75	
		/75	CHEMISTRY PRACTICAL	10/25	

GRAND TOTAL: 544 OUT OF 850

GRADE: **B**

GRADE IN COMPONENT III
AWARDED BY THE SCHOOL IN

XXXXXXXXXXXXXXXX

GRADE: XXXX

DATED: 27-07-2002

(Signature)
A-2002
(MUHAMMAD SALEEM KHAN)

CONTROLLER OF EXAMINATIONS

E. & O. E.

For Important Notes Please Turn Over

047819



BOARD OF INTERMEDIATE EDUCATION KARACHI

H.S.C PART - I & II INTERMEDIATE EXAMINATION (Annual - 2010)

Statement of Marks

Marks Sheet No. 00186140-1
 Group COMMERCE
 Roll No. 616656
 Enrolment /Registration No
 Name MIRZA WAHAJ BAIG
 Father's Name MIRZA ANWAR BAIG
 College / Private << PRIVATE >>

Subject	Part I Marks		Part II Marks		Combined		%	Remarks	
	Max.	Secured	Max.	Secured	Max.	Secured			
URDU NORMAL	100	33	100	41	200	74	37	Pass	
ENGLISH NORMAL	100	46	100	40	200	86	43	Pass	
ISLAMIC EDUCATION	50	29	-	-	50	29	58	Pass	
PAKISTAN STUDIES	-	-	50	21	50	21	42	Pass	
PRINCIPLE OF ACCOUNTING	100	58	100	40	200	98	49	Pass	
PRINCIPLE OF COMMERCE	75	42	75	25	150	67	44.67	Pass	
COMMERCIAL GEOGRAPHY	-	-	75	35	75	35	46.67	Pass	
PRINCIPLE OF ECONOMICS	75	27	-	-	75	27	36	Pass	
BUSINESS MATHEMATICS (MATHEMATICS/STATISTICS)	50	46	50	4	100	50	50	Pass	
Total	Max Marks I	Secured Marks I	Max Marks II	Secured Marks II	Total Max. Marks	Total Sec. Marks	Over All %	Grade	
	550	281	550	206	1100	487	44.27	D	
In Words	Four Hundred Eighty Seven Only								
Grace/Grade Raised									

E. & O.E.

CONTROLLER OF EXAMINATIONS

Prepared By IT Department

Checked By

Date : October 12, 2010

North Nazimabad Town
C.D.G.K.

P.R.C. NO. 2887/2010
DATED: 15/7/2010

FORM " D "

(See Rule 5 (I) (a))

Form of certificate of permanent residence in the Province of Sindh for purpose of recruitment to the Public Service of Sindh.



CERTIFICATE

I hereby certify that for the reasons given below Mr./Mrs./Miss. MIRZA WAHAJ BAIG

S/o/D/o MIRZA ANWAR BAIG has his/her permanent residence

in HOUSE.NO.R-287, SECTOR"15-B", BUFFERZONE, NORTH NAZIMABAD, KARACHI. here enter name of

Place Karachi CENTRAL District in the Province of Sindh.

This certificate is granted for the purpose of recruitment to the Public Service in Sindh.

(((URBAN AREA)))
(here enter reasons)

I- ENTITLED TO THIS CERTIFICATE UNDER THE RULES.

Place Karachi CITY

Dated the 15/7/2010 200



District Co-ordination Officer
CITY GOVERNMENT KARACHI

Deputy District Officer (Revenue)
North Nazimabad Town
District Coordination Officer
Karachi

CERTIFICATE OF COMPLETION

CONGRATULATIONS!

You have successfully completed an
(User Aconex System course) specifically designed
to satisfy your training requirements.

DC Academy Training Centre instructors deliver
quality-learning experiences with courses related
to Document Control and Information
Management relevant content and
comprehensive courseware.

DC Academy vision is to help people imagine and
create a better world.

Certificate No. DCAX0245819

FEB 2024

NAME

Mirza Wahaj Baig

COURSE TITLE

Document Admin - Aconex System course

INSTRUCTOR

Ahmed Elgizawy - Ramy Salah

COURSE DATE

09th Feb 2024

COURSE ATTENDANCE DURATION

20 Hours Live Time

VERIFY THIS CERTIFICATE AT

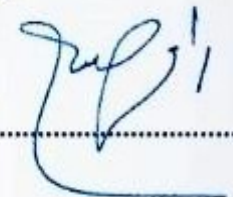
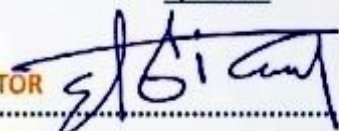
QR Code

INSTRUCTOR

SIGNATURE

INSTRUCTOR

SIGNATURE




Ref: FF/CC/J202/MOS/2299

April 30, 2024

TO WHOM IT MAY CONCERN

It is hereby certified Mr. Mirza Wahaj Baig having Employee ID: 12303, is worked with this organization as a Document Control Supervisor from September 2020 to April 2024.

During his tenure, we found him sincere, hardworking and efficient. We wish all success in his future endeavors.



Mohammad Soliman
Project Director

Ref: ABV/EN-8611271002-AA-20

Date : 21-09-2020

CERTIFICATION OF EMPLOYMENT**To Whom It May Concern:**

This is to certify that **Mr. Mirza Wahaj Baig, Pakistani** national, holder of Passport No. **BK3921073** has been employed by ABV Rock Group Limited, a multi-national construction company based in Kingdom of Saudi Arabia, starting from **19 November 2016** up to **Present**. He was designated as **Sr. Admin in DCC**, under **MOI-SFMC Project Riyadh, Saudi Arabia**.

This certification is being issued to **Mr. Mirza Wahaj** for whatever legal purpose it may serve. However, the ABV Rock Group Limited accepts no responsibility for whatever resultant action that may ensue hereafter.

Issued this **Sep. 21, 2020** City of Riyadh, Kingdom of Saudi Arabia.

For ABV ROCK GROUP CO. LTD.


ABDULLAH AL HABIB
Section Head, HRMD




baha



Ch. Of C.S. No.: 30820
L. No.: 102030061714 Riyadh
C.R. 1010254468
VAT. 300106089200003
Share Capital S.R. 10,000,000

ABV ROCK GROUP CO. LIMITED
P.O. Box 89426
Riyadh 11682
Tel.: (+966-11) 479 0170
Fax: (+966-11) 206 4577 / 206 4578

شركة ايه بي في روك جروب المحدودة
س.ب. ٨٩٤٢٦
الرياض ١١٦٨٢
هاتف: ٤٧٩ ٠١٧٠ (+٩٦٦-١١)
فاكس: ٢٠٦ ٤٥٧٧ / ٢٠٦ ٤٥٧٨ (+٩٦٦-١١)

رقم عضوية الشركة التجارية ٣٠٨٢٠
ترخيص رقم ١٠٢٠٢٠٠٦١٧١٤ الرياض
س.ب. ١٠١٠٢٥٤٤٦٨
الرقم الضريبي: ٣٠١٠٦٠٨٩٢٠٠٠٠٣
رأس المال ١٠,٠٠٠,٠٠٠



شركة محمد العلي السويلم للتجارة والمقاولات

ريال سعودي 100,000,000

شركة مساهمة رأس المال

Mohammed A. Al Swailem Company

Joint Stock Company

Capital S.R. 500,000,000

TO WHOM IT MAY CONCERN

It is certified that **Mr. Mirza Wahaj Baig** S/O **Mirza Anwar Baig**, Emp# 21409, Iqama# 2344629031, is worked with this organization as **Document Controller Cum Administrator** from **2013 to 2016**. He is well experienced in his work. His devotion and commitment to his work made him an adept in his profession.

His attitude with his colleagues and client is enviable. He will be an asset for any organization.

We wish him good luck in his future.



Project Manager (MASCO)

Head Office - Riyadh - P.O.Box 26250 Code 11486 - C.C.: 28890 28890 - رقم العضوية: 11486 - ص.ب 26250 الرمز 11486 - هاتف: 1010054406 فاكس: 0096614911650
س.ت: 1010054406 هاتف: 0096614960666 فاكس: 0096614911650

Jeddah Office - P.O.Box 126419 Code 21352 - C.C.: 134300 134300 - رقم العضوية: 21352 - ص.ب 126419 الرمز 21352 - هاتف: 1010054406 فاكس: 0096626945696
س.ت: 1010054406 هاتف: 0096626945696 فاكس: 0096626991139



Pakistan Institute of Computer Sciences & Technical Skills



www.pics.edu.pk | www.pits.edu.pk

Certificate

Registration No. CC-00-OL-2097

This is to acknowledge that

Transcript ID: 1674-6256-37

Mirza Wahaj Baig
is certified in
Microsoft Office XP
Microsoft Word

and has successfully completed all requirements and criteria for said certification through examination administered by PICS

PICS is the world's largest provider of high-quality, structured, skills certification exams online

PICS certifications are recognized by major corporations

This certification is earned on
December 2012




PRINCIPAL


DIRECTOR

This Certificate may be verified at www.pics.edu.pk/vr.aspx using the certificate holder's registration number or transcript ID.



CERTIFICATE OF ATTENDANCE

PRESENTED TO
Mr. MIRZA WAHAJ BAIG
ADMINISTRATOR

In recognition of your attendance at Safety session on

OFFICE SAFETY

on the
AL RA'IDAH Jeddah Housing Complex Project

Given this 23TH March 2016





ENHANCE YOUR VISION & EXPAND YOUR VIEW

SIR SHAMS'

ANGLOPHILE ENGLISH LANGUAGE CENTRE

TM No. 193110(16)
TM No. 193675(41)

TEFL, TOEFL, IELTS & EXECUTIVE SPOKEN

Certificate

Registration No. ALC-1152

Date: 06-01-2005

This is to certify that Mr / Miss / Mrs MIRZA WAHAJ BAIG

S/o / D/o / W/o MIRZA ANWAR bearing level

for class Intermediate has successfully completed the

following course(s) English Language

offered from Jul 2004 to Dec 2004

conducted by **Sir Shams' Anglophile English Language Centre.**

Administrator

Director

