

IKRAM ZAMIR KHAN.

SR. DOCUMENT CONTROLLER & PROCUREMENT OFFICER.



EXPERIENCE.

With over 10 years of overall experience in the field of construction documentation, procurement, and project coordination....

- 1. 05 years as Sr Document controller.*
- 2. 03 years as Procurement officer.*
- 3. 03 years as Document controller.*
- 4. 02 years as Assistant document controller.*

EXPERIENCE WITH DIFFERENT COMPANIES.

WEST BAY CONTRACTING CO (WBC) 2020 TILL PRESENT.

Job responsibilities as Sr. document controller.

- Managed and coded all project documentation for internal and external projects, both within and outside the city.*
- Prepared comprehensive documentation including all types of drawings, inspection requests (IRs), material submittals, prequalification's, method statements, transmittals, and other project-related documentation.*
- Prepared official letters to clients or subcontractors based on input and guidance from management or concerned personnel.*
- Maintained confidentiality of sensitive documents and correspondence to protect company and project interests.*
- Maintained effective document control by updating submission and receipt logs on a daily basis for incoming and outgoing documents.*
- Kept site management regularly updated on incoming and outgoing submittals through email, WhatsApp groups, or other approved communication channels.*
- Continuously improved the follow-up process for document submissions to ensure timely approvals and create a positive impact on overall documentation workflow.*
- Proactively followed up with consultants and clients on submitted documents to avoid delays in construction activities and ensure timely approvals.*
- Built and maintained strong professional relationships with consultants, clients, and contractors, ensuring smooth communication and project collaboration.*
- Provided guidance and training to junior colleagues on documentation standards, systems, and best practices.*
- Archived project documentation in both hard copy and digital formats, ensuring proper classification and accessibility.*
- Proficient in Electronic Document Management Systems (EDMS) such as PCM, Aconex, ODO, or any other client-provided or in-house document control platforms.*
- Ensured strict compliance with company and client documentation procedures and quality standards.*
- Assisted project managers, engineers, and other departments with document-related requirements, ensuring all stakeholders had timely access to accurate information.*
- Participated in internal and external audits, ensuring readiness and compliance of documentation systems.*
- Monitored document revision history to ensure traceability and to prevent the use of outdated documents on-site.*
- Supported the preparation and submission of project closeout documents, including as-built drawings, operation and maintenance (O&M) manuals, and final reports.*

WEST BAY CONTRACTING CO (WBC) 2023 TILL PRESENT.

Job responsibilities as Procurement Officer.

- Prepared work orders, Non-Disclosure Agreements (NDAs), work contracts, and purchase orders for both MEP and Civil works, including defining payment terms, technical specifications, and other terms related to the scope of work.*
- Identified and evaluated qualified suppliers and subcontractors to ensure compliance with project specifications and quality standards.*

- Conducted negotiations with suppliers to meet material demand, optimize pricing, and secure favorable contract terms.
- Issued Requests for Quotation (RFQs), collected supplier quotations, prepared commercial comparisons (bid tabs), and further negotiated with shortlisted vendors to finalize procurement.
- Monitored the delivery schedules of materials and ensured timely payments to suppliers and subcontractors, as per agreed terms.
- Maintained close oversight of project budgets and material quantities to identify and manage any variations between required materials and BOQ (Bill of Quantities) to avoid cost overruns.
- Coordinated with the site team and engineering department to verify material requirements, technical compliance, and ensure timely procurement.
- Maintained accurate procurement records, including contracts, purchase orders, and delivery notes, for audit and project tracking purposes.
- Ensured compliance with company policies and procurement procedures while maintaining transparency and accountability in the procurement process.
- Supported the preparation of procurement reports and cost tracking documents for management review.

EL-SEIF ENGINEERING CONTRACTING CO (ESEC) 2015 TO 2020

Job responsibilities as Assistant Document Controller and Document Controller.

- Maintain comprehensive project documentation, including contracts, drawings, and reports.
- Control all incoming and outgoing project documents, ensuring proper registration and distribution.
- Ensure document quality, completeness, and version control for accuracy and audit purposes.
- Facilitate document retrieval by organizing and managing electronic and hard copy document
- Archives.
- Coordinate with project teams to collect and disseminate project-related information.
- Implement and monitor document control procedures to comply with governance and standards.
- Assist in the preparation of project reports and presentations for stakeholders.
- Collaborate with engineers, contractors, and project managers to ensure document consistency.
- Conduct regular document audits to ensure information is up to date and accessible.
- Train project staff on document control processes and best practices.

RELATED SKILLS.

MS OFFICE 360	PCM	ODO
ACCONIX	Contract Preparation & Administration	Document Control & Management
Procurement & Supplier Negotiation	Project Coordination & Follow-up	Attention to Detail & Confidentiality
Communication & Stakeholder Management	Quality Assurance & Compliance	Report Preparation & Data Analysis
Team Training & Development	Time Management & Multitasking	

EDUCATION.

High Education, QPS, Kashmir Pakistan.

2010 — 2012

Associate Degree Bachelor of Science in Computer Science.

2012 — 2014

Certificate

Document Control: From Principles to Practice.

2025.

PERSONAL INFORMATION

Home Address: Rawalakot, Azad Kashmir, Pakistan

Current Address: Al-Wizirat, Riyadh, Saudi Arabia

Languages: English, Arabic, Urdu

Iqama Status: Transferable

Date 22/09/2025

التاريخ 2025/09/22 م

EXPERIENCE CERTIFICATE

شهادة خبرة

This is to certify that Mr. Ikram Zamir Khan, Pakistani Nationality, Holder of Residence Permit No (2396459907) Passport Number (BF5225543) Has worked with our organization as Senior Document Controller from 21/07/2020 to 22/09/2025.

تشهد شركة الخليج الغربي للمقاولات المهنية بأن السيد / إكرام زامير خان ، باكستاني الجنسية، يحمل هوية مقيم رقم (2396459907) ، جواز سفر رقم (BF5225543) قد عمل لدينا بوظيفة رئيس مراقبي الوثائق. أول من تاريخ 21 / 07 / 2020 م وحتى تاريخ 2025/09/22 م

شركة الخليج الغربي للمقاولات

West Bay Contracting Co
HUMAN RESOURCES



شركة الخليج الغربي للمقاولات
الموارد البشرية



IKRAM ZAMEER
SR. DOCUMENT CONTROLLER

CONTACT INFO

+966 58 059 2247

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WBC Profile

0007640639 116-38463

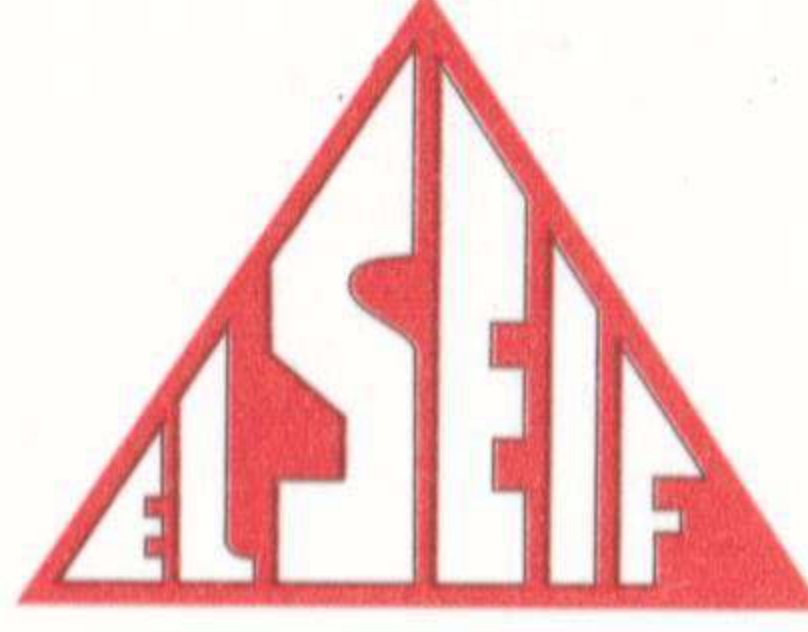
بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

EL SEIF ENGINEERING CONTRACTING COMPANY

WITH LIMITED LIABILITY SR. 110.000.000.00
C.R. NO.: 1010199246, MEMBERSHIP NO.: 147287

HEAD OFFICE

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WEBSITE: www.el-seif.com.sa



شركة السيف مهندسون مقاولون

ذات مسؤولية محدودة ١١٠,٠٠٠,٠٠٠,٠٠ ريال سعودي
سجل تجاري ١٠١٠١٩٩٢٤٦ رقم الغرفة التجارية: ١٤٧٢٨٧
المركز الرئيسي

ص ب ٢٧٧٤ ، الرياض ١١٤٦١
المملكة العربية السعودية
تلفون : ٩١٩١-٤٥٤-١١ ٩٦٦
فاكس : ٢٧٥٩-٤٥٤-١١ ٩٦٦
بريد الكتروني : esec@el-seif.com.sa
الموقع الإلكتروني : www.el-seif.com.sa

HRD/PERS/06/06/2020-130464

Experience Certificate

شهادة خبرة

TO WHOM MAY CONCERN.

إلى من يهمه الأمر.

This is to certify that Mr. Ikram Zamir
- Pakistan Nationality holding Passport No
(BF5225542) and Iqama Number (2396459907)
has worked EL Seif Engineering Contracting
Company as Project Document Controller
From the Date of Oct. 10, 2015 till June 11 2020

تشهد شركة السيف مهندسون مقاولون المحدودة
ان السيد إكرام زامير باكستاني الجنسية
ويحمل جواز باكستاني رقم (BF5225542)
وهوية مقيم رقم (2396459907) قد عمل بالشركة
بوظيفة متحكم مستندات المشروع.
عام خلال الفترة من 10-10-2015 الى 11-06-2020

This certificate is issued upon his request for
reference purposes on June 11 2020

تم تحرير هذه الشهادة بناء على طلب المذكور بغرض
تقديمها كخطاب توصية هذا الخطاب في يوم
11-06-2020

Saud Abdulaziz Al Drees
Director-General Services



سعود عبد العزيز الدريس
خدمات المدير العام

BANKERS : Saudi American Bank - Riyadh
Saudi British Bank - Riyadh
AlBank AISaudi AlFransi - Riyadh

البنوك البنك السعودي الأمريكي - الرياض
البنك السعودي البريطاني - الرياض
البنك السعودي الفرنسي - الرياض



18th September, 2025

Date of Award



CERTIFICATE

IKRAM ZAMIR KHAN

has received this award for successfully
completing the course:

Document Control: From Principles to Practice

To verify:



5733-18470060
alison.com/certification/check/752be61ad6

Maeve Richardson
Director of Certification