

MUHAMMAD SALMAN ARSHAD

ADMIN/ DOCUMENT CONTROLLER

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+966530843943 | Yanbu, KS

Iqama Transferrable (2577888718)

PROFESSIONAL SUMMARY

Administrative Officer & Document Controller with experience of supporting **Al. Suwaidi Yard Yanbu Fabrication Workshop and Petro Rabigh projects at AICC**. Overseeing administrative operations and managing technical documentation for large-scale civil and mechanical projects. Proven expertise in streamlining workflows, optimizing compliance processes, and supporting leadership with actionable insights. Skilled in bridging communication across departments and delivering measurable improvements in efficiency, compliance, and project delivery.

AREA OF EXPERTISE

- **Administrative Management:** Office Operations, Scheduling, Compliance, Office Coordination
- **Document Management:** Filing Systems, RFIs, Submittals, Revisions, Archiving & Retrieval
- **Process Optimization:** Workflow Analysis, System Improvements, KPI Monitoring, Audit Readiness
- **Executive Support:** Reporting, Data Analytics, Resource Allocation, Leadership Assistance
- **Project Management:** Cross-functional Coordination, Procurement Documentation, Status Reporting
- **Tools & Systems:** MS Office Suite (Word, Excel, Outlook, PowerPoint), SAP, CRM Systems

CAREER ACHEIVEMNTS

- Successfully implemented a structured filing system (manual & electronic) that improved document retrieval time by 40% and reduced errors in record-keeping.
- Ensured 100% compliance with ISO/document control standards by maintaining updated records, revising procedures, and managing audit requirements.
- Managed and controlled over Petro Rabigh project-related documents (RFI, QC, Drawings, Contracts, Invoices), ensuring accuracy, timely distribution, and proper archiving.
- Utilized SAP and CRM systems to track documentation, workflow approvals, and reporting, improving efficiency in project tracking and administration.
- Introduced digital document tracking and numbering system, reducing delays in approvals and minimizing duplication of records.
- Acted as a liaison between engineering, quality, and site teams, ensuring smooth communication and timely submission of critical documents.
- Assisted in internal/external audits with zero non-conformities by maintaining well-organized records and compliance reports.

PROFESSIONAL EXPERIENCE

ADMIN/ DOCUMENT CONTROLLER

Asoul Al Ittihad Contracting Company – Project (Al. Suwaidi Yard Yanbu, Petro Rabigh)

06/2024 – 09-2025

- Directed daily administrative operations, including timesheets, Salary Payable , scheduling, and gate pass issuance, ensuring uninterrupted office and site activities.
- Implemented streamlined document workflows that reduced approval turnaround time by 25%, enhancing project delivery timelines.
- Maintained compliance with QA/QC and HSE standards by managing 1,000+ technical documents (RFIs, submittals, drawings, inspection requests).
- Prepared detailed weekly performance and manpower reports for senior management, providing insights that informed resource allocation across multi-million-dollar projects.
- Optimized office processes by introducing a structured archiving and retrieval system, reducing document retrieval time by 40% and ensuring 100% audit readiness.
- Coordinated cross-departmental communication between project managers, engineers, and subcontractors, improving issue resolution and workflow efficiency.
- Supported procurement and logistics by tracking supplier documentation and delivery notes, enabling timely material availability for ongoing projects.
- Designed structured logs and tracking dashboards for submittals and revisions, eliminating revision errors and improving reporting accuracy.

SALES EXECUTIVE

GlaxoSmithKline – Pakistan, 2012-2024

- 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

MBA – Business Administration, Government College University, Pakistan	(2015 – 2017)
MSc (Hons) – Agriculture, University of Agriculture, Faisalabad,	2008 – 2010)
BSc (Hons) – Agriculture, University of Agriculture, Faisalabad,	(2004 – 2008)

Reference # AICC/Doc/2025/09

Date: 02-09-2025

To Whom It May Concern,

Subject: Work Experience Certificate

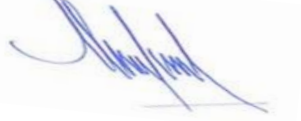
This is to certify that **Mr. M. Salman Arshad**, Iqama # **2577888718**, was employed by **Asoul Al Ittihad Contracting Company** as an **Admin/Document Controller** from [11-06-2024] to [30-09-2025].

During their tenure, Mr. Salman demonstrated exceptional professionalism, diligence, and commitment to their responsibilities.

We found Mr. Salman to be a reliable and dedicated employee who performed their duties efficiently and effectively. Their contribution to the company's projects and operations was highly appreciated.

Yours sincerely,

Tariq Mehmood



HR/BUH

Asoul Al Ittihad Contracting Company





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16/09/2025

Muhammad Salman Arshad
33100-2824266-3

Experience Certificate

This is to certify that you were employed with us from 13/08/2012 to 03/06/2024.

At the time of your leaving from the services of the Company, you held the position of Medical Sales Executive in our Sales Department.

We thank you for your contribution and wish you success and the best of luck for your future endeavors.

Yours faithfully,

Syeda Subaha

Syeda Subaha

People Services Lead-Pakistan

Employee ID # 50176444
cc. personal file