

MUHAMMED NASEEF

SENIOR DOCUMENT CONTROLLER

CONTACT

☎ 0557302583

✉ nasmax2012@gmail.com ,
mpulppadan@kau.edu.sa

📍 Al Sulaimaniyah() Dt- Jeddah

🌐 <http://linkedin.com/in/naseefpulppadan>

EDUCATION

2020-2022

BHARAT SEVAK SAMAJ-(BSS)

- Diploma in Civil Engineering

2011-2012

ITI KERALA -INDIA

- Diploma in Building Designing

2008-2011

**PERIYAR UNIVERSITY
TAMILNADU**

- Bachelor of Commerce

SOFTWARE SKILLS

- Oracle Primavera(PCM)
- Oracle Aconex
- MS Office
- AutoCAD
- 3ds Max
- VRay
- Outlook
- SharePoint
- Adobe Photoshop

PROFILE

To secure a challenging and rewarding position as a Senior Document Controller, leveraging **13 years** of extensive experience in document management, drafting, project coordination, and quality control to ensure efficient documentation processes, strict compliance with company and project standards, and seamless communication across multidisciplinary teams

WORK EXPERIENCE

Saud Consult

2025 - PRESENT

Senior Document Supervisor

Client : King AbdulAziz University - Jeddah

- Develop and maintain document control processes for the efficient management and recording of all documentation.
- To maintain a safe and secure working environment for Document Control.
- Implements systems for monitoring documentation communication from both internal and external clients using Project Management Software.
- To prepare for outgoing correspondence logging-in and dispatch, tracking, monitoring, and to coordinate and follow-up.
- Day-to-day updates of in and out logs, meeting minutes, preliminary and detailed construction drawings registration, and other necessary registration.
- To provide monthly input progress reports
- To maintain project correspondence (hard copies and soft copies) which can be stored, retrieved, archived, and indexed efficiently
- To register or save project internal and external documents on PCM (An Electronic Document Management Database System) and distribute all types of submittals such as: project-related all approved drawings, method statements, RFIs, material submittals, design calculations, daily reports, NCRs, etc.

PERSONAL SKILLS

- Ability to work within teamwork oriented
- Able to work under pressure of industrial environment.
- Excellent communication interpersonal.
- Co operative mentality to the co- workers

PERSONAL DETAILS

DOB: 01-12-1990

Nationality: Indian

Marital Status: Married

Driving License : Valid

LANGUAGES

- English
- Arabic
- Hindi
- Malayalam

REFERENCE

Abdulwahed Qasem Saif

technical Manager- ZFP- KAU

Phone : +966559531980

Mail : asaif@kau.edu.sa

DECLARATION

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information

Muhammed Naseef Pulppadan

Zuhair Fayez Partnership Consultant

2013 - 2025

Senior Document Controller & Draftsman

Client : King AbdulAziz University - Jeddah

- To register or save project internal and external documents on PCM (An Electronic Document Management Database System) and distribute all types of submittals such as: project-related all approved drawings, method statements, RFIs, material submittals, design calculations, daily reports, NCRs, etc.
- Receiving documents from Disciplines after Project Management approval
- Implements systems for monitoring documentation communication from both internal and external clients using Project Management Software.
- To prepare for outgoing correspondence logging-in and dispatch, tracking, monitoring, and to coordinate and follow-up.
- To provide monthly input progress reports
- Liaise with Project Management team, clients, and subcontractors effectively and resolve problems and issues related to documentation.
- Scan and storing for all the drawings and technical submittal and following.
- Prepare the design drawings for the design receiving from KAU
- Prepare and modify of the pending tender drawings

Silver Jeddah East -Jeddah

2012 - 2013

Draftsman & Document Controller

- Preparing tender. design , shop and as built drawing
- Document work(RFI, PTW, CPC and MIR etc.)
- Scan and storing for all the drawings and technical submittal and following up the submittals circulations
- Printing hard copies (A4, A3, A2, A1, A0)

Inex Builders and Designers - Kerala

2011 - 2012

Draftsman and 3D designer

- Preparing drawings
- Preparing 3D view



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

الوفاء لأهل العطاء ... يسرنا أن نتقدم

إلى سعادة السيد / محمد نصيف بولبادان

بخالص التقدير والثناء لجهوده البناءة واخلاصه وعلو همته وجمال عطائه على ماقدمه وبذله من تعاون وتفاني طوال فترة عمله بمشاريع جامعة الملك عبدالعزيز بجدة لدى استشاري الإدارة العامة للمشاريع.

دعأؤنا لكم وأنتم تحطون رحالكم على مرفأ آخر بالتوفيق والسداد والنجاح.
وتقبلوا خالص تحياتنا.

مدير إدارة مشاريع الجامعة

م . محمد بن هاشم سليمان مراد

مدير إدارة العقود الهندسية

د . طارق بن محمد أبو خشبة

المشرف العام على الإدارة العامة للمشاريع المكلف

م . وليد بن سعيد باججلان

مكتب نائب رئيس الجامعة
للأعمال والإبداع المعرفي

الإدارة العامة للمشاريع

Membership no.: 490299

تسجيل عضوية
Membership
Certificate

عضوية رقم: 490299

In accordance with the Regulations of Saudi Council of Engineers by Royal Decree M/36 Date 26/9/1423 H the details below has been Registered

بناءً على نظام الهيئة السعودية للمهندسين الصادر بالمرسوم الملكي رقم م/٣٦ وتاريخ ٢٦/٩/١٤٢٣ هـ فقد تم تسجيل الموضح بياناته أدناه:

MUHAMMED NASEEF PULPPADAN

محمد نصيف بولبادان

Membership Category: Technical

فئة العضوية: فني

Specialization: Civil Technician

التخصص: فني مدني

Membership Start Date: 10/9/2024

تاريخ بداية العضوية: 10/9/2024

This Certification is valid until: 09 October 2026

هذه الشهادة صالحة إلى تاريخ: 27 ربيع الثاني 1448



الأمين العام Secretary General

المكلف / م. فيصل بن عبدالله اليمني

Register No.: 943682

Date: 09/05/2022



CERTIFICATE

This is to certify that **MUHAMMED NASEEF PULPPADAN**

has successfully completed the

BSS DIPLOMA IN CIVIL ENGINEERING TECHNIQUES

conducted in the Year **2020-2022** at

[TEL/8554] EXPERT TRAINERS ACADEMY, D.NO.16-2-674/2, SRI VINAYAKA SPECTRUM

SQUARE, OPP.YASHODA HOSPITAL, MALAKPET, HYDERABAD-500036

and has been placed in **DISTINCTION** Division

with **DISTINCTION** Division in Theory and

DISTINCTION Division in Practicals.


DIRECTOR




CHAIRMAN
BOARD OF EXAMINATIONS



Started at the instance of Planning Commission, Government of India with the object of enabling individual citizen to contribute, in the form of an organized co-operative effort, to the implementation of the National Development Plan. The constitution and functioning of Bharat Sevak Samaj is approved unanimously by the Indian Parliament.



ATTESTED
P. ANIL KUMAR
 B.Sc., B.L.
 ADVOCATE & NOTARY
 Regd. No: 5766
 Appointed by Govt. of India
 1-7-181, BAKARAM, MUSHEERABAD
 HYDERABAD, TELANGANA.

14 AUG 2023

Entered in Notarial Register of

Page No. 40 Serial No. 623

भारत सरकार GOVERNMENT OF INDIA
 अपोस्टिल / APOSTILLE
 (Convention de La Haye du 5 octobre 1961)

Country
REPUBLIC OF INDIA

This public document
 DIPLOMA
 has been signed by CHAIRMAN
 acting in the capacity of CHAIRMAN
 bears the seal/stamp of SDM, NEW DELHI

Certified
 at NEW DELHI, INDIA the 16-Aug-2023
 by SO (OI/Attestation) MINISTRY OF EXTERNAL AFFAIRS
 No. APHY0000976923

Seal / Stamp is issued to MUHAMMED NASEEF PULPPADAN
 Signature

01 1308874



ATTESTED
FIRZE AHMAD
 NOTARY PUBLIC
 DELHI (INDIA)

ENTRY No. 392

16.8



ASHEESH KUMAR
 SDM (Rajouri Garden)
 Government of N.C.T. of Delhi
 Plot. No. 3, 2nd Floor, Shivaji Place,
 Raja Garden, New Delhi-110027



(नवल प्रभाकर थपलियाल)
 (Naval Prabhakar Thapliyal)
 अनुभाग अधिकारी (सत्यापन / ओ.आई.)
 Section Officer (Attestation/O.I.)
 सी.पी.वी. प्रभाग / C.P.V. Division
 विदेश मंत्रालय, नई दिल्ली
 Ministry of External Affairs, New Delhi

Prepared by	
Checked by	
For Verification www.bssexaminations.in	



se37201797092

Certificate of Completion

Awarded to **MUHAMMED NASEEF P**



Professional

in **Professional in Building Design**



at **CADD Centre Training Services, Manjeri**

during **December 2011**

Diploma

A handwritten signature in blue ink, appearing to read 'Sanju Simon'.

Chairman

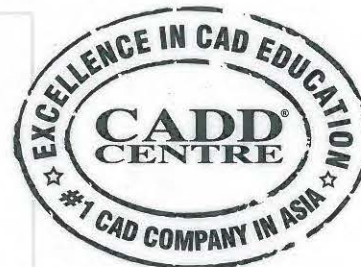
Sanju Simon

Centre Head

15 - 02 - 2012

Date of Issue

Foundation



CADD[®]
CENTRE
ARCHITECTURAL CADD

CADD Centre training is available through a wide network of training centres. The courses offered are very comprehensive and of high quality. The participants are trained by well experienced instructors in the latest technology.

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Corporate Office : 8th Floor, GEE GEE Crystal, Office No. 8 C & 8 D, Door No. 91, Dr. Radhakrishnan Salai, Mylapore, Chennai - 600 004, India.

Building Design



How to interpret this certificate:

There are three degrees of proficiency: Foundation, Diploma and Professional. The Foundation course is a pre-requisite for Diploma. The Diploma course is a pre-requisite for the Professional. You may identify the proficiency as follows:

■ FOUNDATION



● Expected skills

- Introduction to CAD industry
- Drawing settings
- Orthographic drawings
- Isometric drawings
- Perspective drawings
- Editing the drawings
- Annotations and dimensions
- Layer management
- Project planning and management: an overview
- Selection methods
- Creating and updating repeated elements
- Parametric drawings
- Preparing joinery details / BOM
- Presenting the project
- Working with a team
- Layout management
- Scale setting and plotting
- Import and Export

■ DIPLOMA



● Expected skills

All the skills mentioned in the Foundation course + the below mentioned skills

- Introduction to BIM & Revit Architecture
- Place and modify Walls & Complex Walls
- Add and modify wall Profiles
- Place Doors, Windows & Components
- Dimensions and Constraints
- Create Floors and Ceilings
- Curtain Walls & Stairs
- Conceptual Models
- Annotation & Schedules
- Structural Elements
- Sheets and Title Blocks
- Views, Camera, Walk through, Render & Solar Study
- In-Place Families
- Family Creation
- Site Design
- Link Projects & Collaboration
- Design Phase
- Realistic Presentations
- Import & Export

■ PROFESSIONAL



● Expected skills

All the skills mentioned in the Foundation course + the Diploma course + the below mentioned skills

- How to customize units & Grid settings
- How to create objects using Key board Entry
- How to do models using parametric deformer
- How to do models with Engineering Precision
- How to work with select set of Compound objects
- How to create plan using Shapes and splines
- How to work with ABC Extended Objects
- How to do Advanced set modeling (Interior & Exterior)
- How to work with select set of Particles & Space warps
- How to work with select set of Reactors
- How to work with lights
- How to apply Architectural Materials & Maps
- How to apply environment effect
- How to do walk through
- How to combine multiple AVI files using video post

● Project

Independent project work with expert assistance

● Software Used

AutoCAD

● Project

Independent project work with expert assistance

● Software Used

Revit Architecture

● Project

Independent project work with expert assistance

● Software Used

3ds Max

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Autodesk

cadence

ANSYS

Bentley

SolidWorks

PRIMAVERA

PTC

PC SCHEMATIC

SIEMENS

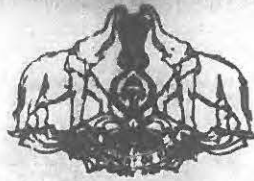
www.caddcentre.ms

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Sl. No.: 01241

PNTC No.:

02214



**GOVERNMENT OF KERALA
INDUSTRIAL TRAINING DEPARTMENT
PROVISIONAL NATIONAL TRADE CERTIFICATE
(FOR REGULAR CANDIDATES)**

Shri/Smt/Kumari MUHAMMED NASEEF.P S/o/W/o/D/o

Shri/Smt ALAVI PULPPADAN Roll No. A10019020

has completed the training programme at MA. DIN. ITC in

..... SWALATH. NAGAR, MELMURU, MALAPPURAM in

..... INTERIOR DECORATION & DESIGNING trade. He/She was

admitted during AUGUST 2010 session at Sl. No. 10 out of total 15

admitted against 2 unit(s) affiliated to National Council for Vocational Training vide

Order No. DGET DEET-12/1/2008-TC.Dtd. 14/11/2008 He/She has passed the

All India Trade Test for Craftsmen Training Scheme held in the month of FEBRUARY 2012

His/Her character during the period of training was found to be and

Date of birth as recorded in the School certificate 01/12/1990

TRADE TEST MARKS

Subject	Maximum Marks	Marks Obtained	
		In figures	In words
PRACTICAL TEST	400	296	(Two, Nine, Six)
TRADE THEORY	120	56	(Five, Six)
WORKSHOP CALCULATION & SCIENCE	60	38	(Three, Eight)
SOCIAL STUDIES	50	24	(Two, Four)
Total	630	414	(Four, One, Four)

APPURAM
676 514
Signature of Principal of ITI (Govt/Pvt)
with (Institute seal)
MALAPPURAM
Date: 10/12/2012
Signature of certificate holder

(Facsimile Signature)
Secretary, State Council for
Vocational Training

Checked by



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PERIYAR UNIVERSITY

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::Result::

College Code: 1449

Register No.: BC11UCM14490061

Name: MUHAMMED NASEEF

Degree: BACHELOR OF COMMERCE

Subject Code	Total	Max. Marks	Results
BCOA	41	100	PASS
BCOB	40	100	PASS
BCOC	56	100	PASS
BCOD	47	100	PASS
BCOE	40	100	PASS
BCOF	40	100	PASS
BCOG	44	100	PASS
BCOH	55	100	PASS
BCOI	54	100	PASS
BCOJ	49	100	PASS
BCOK	57	100	PASS
BCOL	45	100	PASS
BCOM	46	100	PASS
BFOC	42	100	PASS
BFOG	61	100	PASS

:: Back ::

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BHARAT SEVAK SAMAJ

NATIONAL DEVELOPMENT AGENCY, PROMOTED BY GOVERNMENT OF INDIA

CENTRAL BOARD OF EXAMINATIONS

STATEMENT OF MARKS

NAME OF THE CANDIDATE MUHAMMED NASEEF . P		COURSE WITH DURATION GULF BASED SOFT SKILL TRAINING COURSE (126 HRS)
REGISTER NUMBER 2504	DATE 29/03/2012	INSTITUTION NAME AND ADDRESS MA - DIN LANGUAGE AND JOURNALISM RESOURCE CENTRE, - MALAPPURAM

No.	SUBJECTS	MAXIMUM MARKS	MINIMUM MARKS	MARKS AWARDED	
				IN FIGURES	IN WORDS
	THEORY				
	1 Communicative English	100	40	90	Nine Zero
	2 Soft Skills	100	40	68	Six Eight
	TOTAL	200	80	158	One Five Eight
	PRACTICAL				
	1 Internal Assessment	100	40	74	Seven Four
	TOTAL	100	40	74	Seven Four
	GRAND TOTAL	300	120	232	Two Three Two



THIRUVANANTHAPURAM - 695003



Geetha S
CONTROLLER OF EXAMINATIONS

هوية مقيم

رقم النسخة ٧

المملكة العربية السعودية

وزارة الداخلية



محمد نصيف بولبادان

MUHAMMED NASEEF PULPPADAN

رقم الهوية: ٢٣٣٣٢٥٧٠٧٥ تاريخ الانتهاء: ٢٠٢٥/١١/٠٧

تاريخ الميلاد: ١٩٩٠/١٢/٠١ مكان الميلاد: الهند

الجنسية: الهند الديانة: الاسلام

المهنة: فني كهرباء

هوية صاحب العمل: ٧٠٠١٣٨٣٨٠٦

مكان الإصدار: جوازات نجران

مكان العمل: منطقة مكة المكرمة

اسم صاحب العمل: شركة زهير فايز ومشاركوه للاستشارات المعمارية والهندسية



يجب التحقق
من الرمز السريع
قبل اعتماد
التعامل مع الهوية

