

Usama Iqbal

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Availability: Immediate Joining

Target Job: Document Controller

Iqama Status: Transferable

Joining - Immediate Joining

Presently: Riyadh - KSA



OBJECTIVEANDSUMMARY

A highly motivated and hardworking individual with more than 3 years' experience in document control for a construction project. A very resourceful and creative person and has the ability to adapt quickly to a new environment. Can organize and prioritize workload effectively. I am looking to apply my existing skills and develop further in administrative and document control environments.

WORKEXPERIENCE

The First System Trading Co. (KSA)

Documents Controller

(Quotation and Pro-forma invoices)

Oct-2024 – Present

- Drafted accurate and timely quotations and pro-forma invoices to support sales and procurement processes.
- Liaised with clients and vendors to ensure clarity in pricing and terms of service.
- Collaborated with the finance department to ensure invoicing aligned with budget constraints.
- Addressed client inquiries related to quotations and invoices, providing efficient and professional support.
- Maintain and update company documentation, ensuring accurate tracking and storage for easy retrieval.
- Prepare detailed quotations and pro-forma invoices based on client requirements and project specifications.
- Coordinate with internal teams and clients to gather necessary information for document preparation.
- Ensure all documents comply with regulatory requirements and company policies.

SINOMA CDI (KSA) Company

Document Controller

April-2024 – Oct-2024

- **Document Management:** Organizing, categorizing, and maintaining all project-related documents, including drawings, specifications, and contracts.
- **Version Control:** Ensuring that all documents are up-to-date and correctly versioned, tracking revisions and changes.
- **Distribution:** Distributing documents to relevant stakeholders, including project managers, architects, and subcontractors.
- **Compliance:** Ensuring that all documentation adheres to legal and regulatory requirements, as well as company policies.
- **Record Keeping:** Maintaining accurate records of all documents, including correspondence

and approvals.

- **Data Entry:** Inputting document information into databases or document management systems.
- **Archiving:** Organizing and storing completed project documents for future reference or audits.
- **Communication:** Acting as a liaison between project teams and management regarding documentation needs and issues.
- **Raining:** Providing guidance and training to team members on document control procedures and tools.
- **Reporting:** Generating reports on document status and discrepancies as needed for project updates.

MRC Construction Company

Document Controller

November-2022 – April -2024

- Manage and maintain all controlled company documents through Aconex.
- Manage the flow of documentation within the organization.
- Preparing Technical logs (outgoing and incoming) & Filings for the whole project whether it is Engineering and Design Documents on daily basis like Drawing (Design drawing, Shop drawings, IFC and as built drawings), Documents (SI, NCR, WIR, RFI, MIR, Pre-Qualification, Material Submittal, Letters incoming, and outgoing, MOM, Daily Report, and for all other discipline.
- Maintain confidentiality around sensitive information and terms of agreement.
- Check and edit incoming documents and prepare for distribution.
- Take charge of all document identification, classification, and filing
- Update and control procedure documents and forms.
- Make available, notify and distribute documents to relevant recipients.

AL-JALIL Developers

Assistant Document Controller

November-2021 –Oct-2022

- Responsible for receiving, registering, and distribution of all technical and general documents and facilitating or expedite the workflow.
- Filing and registering of project related technical and general documentation using Aconex including metadata and digitalization of all information.
- Co-ordination between design Consultants & Contractor on facilitating documents deliverables and ensure quality and completeness of the package.
- Ensure the proper documentation on all deliverables that all data is accurate and that documents are digitally stored properly using Aconex.
- Ensure that issued and received documents are quality compliance and adhere with the project minimum requirements.
- Process engineering and general documents for Document Release into the Aconex system.
- Responsible for distribution of documents to engineer and contractor before the cutoff time.
- Distribute project related documents to internal teams.

PROFESSIONAL QUALIFICATION

- **BS . Information Technology**

GCUF– Layyah Punjab Pakistan

- **ICS**

PBTE – Lahore Pakistan

- **Matriculation-BISEDGKhan,Pakistan**

PROFESSIONALSKILLS

- Ability to cope and work under pressure.
- Good written and verbal communication skills.
- Able to work as a part of team & manage activities.
- Ability to priorities tasks/Flexible & Multi Talented.
- Respectful & Reverent/Team Building

SOFTWARESKILLS

- IDS PMS, QuickBooks, ACONX
- Microsoft Office Suite–Microsoft-365

REFERENCE

- Reference will be furnished on demand.