

CURRICULUM VITAE

SAIF ALI KHAN

□ **QA/QC Document Controller**

📍 Address: RIYADH-Aljaradhiya, Sumeshi

☎ Contact no. 0508295536

✉ Email: saifalikhanafroz@gmail.com

Professional Summary/Career Profile:

Detail-oriented and highly organized QA/QC Document Controller with over 6 years of experience in managing, tracking, and maintaining quality assurance and quality control documentation in construction. I am skilled in documentation control systems, ISO standards, and regulatory compliance. Strong ability to coordinate with QA/QC teams, engineers, and project QA/QC managers to ensure proper documentation flow and version control.

Professional strengths/Skills:

- Document Control Procedures
- Quality Assurance / Quality Control
- Project Documentation Management
- Transmittals / Submittals / RFIs
- Quality Documentation types (ITPs, NCRs, RFI, WIRs & MIRs, etc.)
- Prepare WIR, MIR & RFI
- Record Archiving
- Communication & Coordination
- Data Entry & Reporting

PROFESSIONAL EXPERIENCE

QA/QC Document Controller

Al Bawani Co LTD

From **04-Dec-2022 to Till date**

- Managed the document control system for all project QA/QC documentation across multiple projects.
- Controlled the distribution of latest approved documents and drawings to relevant stakeholders.
- Maintained and updated logs for ITPs, WIRs, MIRs, NCRs, RFIs, and method statements.
- Supported QA/QC Engineers in documentation required for inspections and audits.
- Coordinated with subcontractors and suppliers for quality documentation submittals.
- Handled incoming/outgoing documentation using EDMS (Aconex).

- Maintained confidentiality and data integrity for sensitive project files.
- Managed all QA/QC documentation including ITPs, RFI logs, NCRs, Material Submittals, and Test Reports.
- Coordinated with QA/QC engineers to ensure timely submission and approval of documents.
- Maintained document logs and ensured proper version control and distribution.
- Supported the QA team with reports and data tracking.
- Archiving, scanning, printing, registering and filling the projects documents.
- Prepare all discipline **FIR/WIR/MIR**, prepare transmittal submitting to **DAR** consultant, **Scanning, updating** FIR/WIR/MIR log in excel.

Education Qualification -

- **Graduate** : **Bachelor of Commerce** from Magadh University in **2019**
- **12th** : **M. H. K College, Motihari (2016)**
- **S.S.C** : **From BSEB Board in (2014)**

Computer Skills –

- **ADCA (Tally ERP 9)- Advance Diploma in Computer Application**
- **Microsoft 365, MS office/Word & Excel, Outlook, EDMS, PROLOG, Aconex**

PROFESSIONAL TRAINING –

- **One Year Diploma in industrial Safety Engineering** from NIFSE Nagpur, Maharashtra in 2023.
- **IOSH** (Institute of Occupational Safety and Health) from **IASP** Institute.
- **OSHA** (Occupational Safety and Health) from **IASP** Institute.

Personal Details –

Name	: Saif Ali
Date of Birth	: 09-06-1998.
Nationality / Religion	: Indian / Islam
Marital Status	: Unmarried
Languages Known	: English, Arabic & Urdu, Hindi
Iqama Status	: Transferable
Current Location	: Riyadh Saudi Arabia

DECLARATION:

I hereby declared that all the statements made in the above are true and correct to the best of my knowledge and belief.

SAIF ALI.

Roll No.: 1933202179



MAGADH UNIVERSITY

BODH GAYA

PROVISIONAL CERTIFICATE

Srl No. 086637
Re 03306393/16

4 / 5

This is to certify that

SAIF ALI

S/D

AFROZ KHAN

a Student of

(235) R.K.D. COLLEGE, PATNA

passed the

B.Com.(Hons.) in ACCOUNTS

Examination

2019

of this university held in the month of

Sept-2019

and He / She has been

placed in

First Class

BODH GAYA

Dated : 02-Dec-2019

SAIF ALI

Controller of Examinations

Al - Arabia Technical Institute

तकनीकी एवं प्रबंधन संस्थान



AZAZ KHAN MUSLIM EDUCATIONAL AND WELFARE SOCIETY

Registration Under Society Registration Act 21,1860

Government of Bihar Registration No- 197/89-90

Lower Ramna Road corner, Naya Tola, Bari Path Patna - 800 004

Contact No.: 0612-2678076 , email :aatipatna786@gmail.com

Sl. No. 351



STATEMENT OF MARKS

Name of the candidate	Saif Ali	Father's Name	Afroz Khan
Programme	ADCA	Date of Birth	09/06/1998
Duration	12 Months	Month & Year	12/19
Registration No.	PAT/AATI/19-A	LC Code	

2 / 5

Course code	Course	Max Marks	Score	Result
C01	Fundamental	100	75	Pass
C02	Operating system	100	74	Pass
C03	MS- Office	100	79	Pass
CP4	MS- Office Practical	100	72	Pass
C05	Data Base Management System	100	71	Pass
C06	Email & Internet	100	73	Pass
C07	DTP	100	71	Pass
C08	Practical	100	76	Pass

TOTAL MARKS OBTAINED : 591
 PERCENTAGE : 73.87%
 PASSING MINIMUM :
 AGGREGATE : 40 %

Date : 23/12/2019
 Place : PATNA
 Grade : A

This Statement of Marks bears no correction.



9001:2015 Certified Institute

Aman
 Director

AL-ARABIA TECHNICAL INSTITUTE (AATI)

Al- Arabia Technical Institute

तकनीकी एवं प्रबंधन संस्थान



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Contact No.: 0612-2678076 , email :aatipatna786@gmail.com

Sl. No. 351

Certificate of Training

This is to Certify that

Saif Ali

Son/Daughter of

Afroz Khan

has qualified for the

Advance Diploma in Computer Application

having passed the examination with Registration no. PAT/AATI/19-A

Roll no. AATI/ADCA/19-350 held during the month of DEC.

Year 2019 in A grade.

Date : 23/12/2019

Place : PATNA

This Statement of Marks bears no correction.



3 / 5

Dr. Director
AL-ARABIA TECH. INSTITUTE (AATI)

क्रम संख्या

Sl. No. 14 AC

0419536

05-0419536

बिहार विद्यालय परीक्षा समिति

Bihar School Examination Board



प्रमाण-पत्र
CERTIFICATE

माध्यमिक विद्यालय परीक्षा, 2014
SECONDARY SCHOOL EXAMINATION, 2014

यह प्रमाणित किया जाता है कि

This is to certify that

SAIF ALI

रोल कोड

Roll Code 55515

अनुक्रमांक

Roll No. 1400085

पंजीयन संख्या

Registration No. 55515-42098-13

आत्मज/आत्मजा श्रीमती

Son/Daughter of Smt.

SAYEDA KHATOON

एवं श्री

& Shri AFROZ KHAN

जिनकी जन्म तिथि

born on

9TH JUNE, 1998

राष्ट्रीयता

Nationality

INDIAN

है, ने बिहार विद्यालय परीक्षा समिति द्वारा मार्च, 2014 में आयोजित वार्षिक माध्यमिक परीक्षा
Annual Secondary Examination of the Bihar School Examination Board held in March, 2014

विद्यालय से

From School

SHRI KRISHNA DIWAKAR H/S DUBEY TOLA MADHUBANI

श्रेणी में

under division

SECOND

निम्न विषयों में उत्तीर्ण की

Passed in the following subjects :

URDU

ENGLISH

HINDI

MATHEMATICS

SOCIAL SCIENCE

SCIENCE

पटना

PATNA

दिनांक

DATE

27-08-2014

सचिव

Secretary

BIHAR SCHOOL EXAMINATION BOARD, PATNA
औपबधिक प्रमाण-पत्र, PROVISIONAL CERTIFICATE
इन्टरमीडिएट परीक्षा, 2016
INTERMEDIATE EXAMINATION, 2016

Certified that SAIF ALI

Son/Daughter of AFROZ KHAN

Roll Code 34006 Roll No 20234 Enlistment No. 34006-R-0751/14

of M.H.K.COLLEGE.MOTIHARI.EAST CHAMPARAN

Passed the Intermediate COMMERCE Examination, 2016 held in the
month of February, 2016 and has been placed in FIRST Division.

Subjects Offered

COMPULSORY	OPTIONAL	ADDITIONAL
R. B. NON-HINDI URDU	BUSINESS STUDIES	
ENGLISH	ACCOUNTANCY	
	ENTREPRENEURSHIP	

Dated : 17-05-2016
PATNA-800 001

Haimon Nath Ma.
Secretary

M. C. No. C024800
बिहार विद्यालय परीक्षा समिति, पटना
BIHAR SCHOOL EXAMINATION BOARD, PATNA
प्रव्रजन प्रमाण-पत्र MIGRATION CERTIFICATE
इन्टरमीडिएट परीक्षा, 2016
INTERMEDIATE EXAMINATION, 2016

This Board has no objection to the admission of

SAIF ALI

Son/Daughter of

Shri AFROZ KHAN

Enlistment No. 34006-R-0751/14 Roll Code 34006 Roll No 20234

for his/her further Studies in any Institution or University.

Dated : 17-05-2016
PATNA-800 001

Haimon Nath Ma.
Secretary



NATIONAL INSTITUTE OF FIRE & SAFETY ENGINEERING, NAGPUR



ISO - 9001:2015/OSHAS 45001:2018 CERTIFIED INSTITUTION



SAIF ALI

July 2022 - June 2023
E-CODE-NIFSE-PGDIS23MAF-33113

*having demonstrated knowledge and proficiency
satisfactory to the Examining Committee
successfully completed the programme of*

PG DIPLOMA IN
INDUSTRIAL SAFETY ENGINEERING

with A Grade

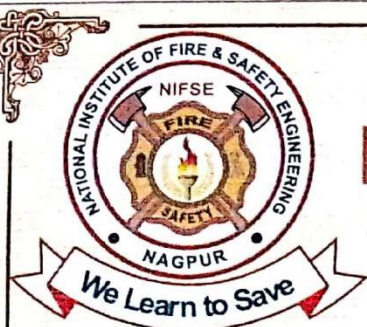
*Sealed with the common seal of the Institute on
26th June, 2023*



EUROPE
OHSAS 18001
REGD. NO.: MAHQ - 1691

Associate Member
National Safety Council
Mumbai

Registrar



NATIONAL INSTITUTE OF FIRE & SAFETY ENGINEERING, NAGPUR

PG DIPLOMA IN INDUSTRIAL SAFETY ENGINEERING



TRANSCRIPT

SAIF ALI

JULY 2022 - JUNE 2023

E-Code - NIFSE-PGDIS23MAF-33113

PAPER	SUBJECT	MAXIMUM MARKS	MINIMUM MARKS FOR PASSING	MARKS OBTAINED
1	SAFETY HEALTH & ENVIRONMENTAL MGMT.	100	50	78
2	SAFETY ENGINEERING	100	50	72
3	SAFETY LEGISLATION	100	50	79
4	OCCUPATIONAL HEALTH & INDUSTRIAL HYGIENE	100	50	85
5	RISK MANAGEMENT & PERMIT TO WORK SYSTEM	100	50	70
6	CONTROLLING ENVIRONMENT POLLUTION	100	50	73
7	FIRE PREVENTION AND PROTECTION	100	50	76
8	FIRST AID	100	50	72
PAPER	Passed with A Grade	800	400	605

Date of Issue :

26th June, 2023



OSHAS 18001
NISO 45001:2018

Associate Member
National Safety Council
Mumbai

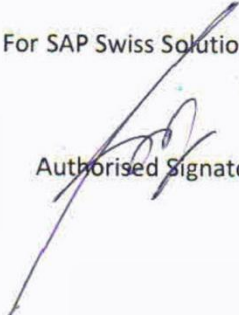
Signature
Registrar

To Whom So Ever it May Concern

This is to certify that Mr. Saif Ali S/o Afroz Khan has worked in our Organisation from 05.01.2019 to 05.05.2022 . At the time of leaving, He was working in the capacity of Accountant.

During the tenure of his employment, his work conduct and behavior has been found to be satisfactory. We wish him all the success in the future.

For SAP Swiss Solutions Pvt. Ltd.


Authorised Signatory

Place : Delhi

Date : 05.05.2022

