

RESUME

Shoaib Ahmad (Documents Controller)

Available for Local Transfer

Location: **Jubail, Saudi Arabia**

Permanent Address: Ali Pur Chatha, Dist. Wazirabad, Punjab, Pakistan

Mobile No. 058-0824493

Email: Shoaibrctcc110@gmail.com



OBJECTIVE

- **Workflow optimization, and quality assurance, and expressing your goal to enhance efficiency and support project success in a new role to seek a challenging position in a progressive & growing organization. My skills & ability with an opportunity of growth, advancement & enhancement of my knowledge.**

EXPERIENCE

Designation	Duration	Organization	Detail
Documents Controller	Feb-2022 to till date	Al-Rashid Trading & Contracting Co. Client: Saudi Aramco	➤ Handle record across various department.
Documents Controller	15-feb-2015 to Feb-2022	Al-Rashid Trading & Contracting Co. Client: (MOI) Consultant: PROGER (KSA)	➤ Handle record across various department.
DC & Civil Foreman	01-apr-2013- To 04-Jul-2014	Sardar Gohar Ali & Co.	➤ Controlling project documentation & Civil Foreman
Civil Foreman	01-jan-2011- To 30-jun-2013	Bawaqar Contracting Company	➤ Civil Foreman
Trainee QS	01-01-2010 TO 01-01-2011	KARCON (PVT.) LTD	➤ Trainee QS

RESPONSIBILITIES

- Proficient in managing and maintaining all technical and non-technical project documentation (hard & soft copies).
- Skilled in implementing and maintaining document control systems compliant with company and client (Saudi Aramco) standards.
- Strong knowledge of document numbering, formatting, review, and approval processes.

- Experienced in controlling distribution, receipt, and filing of documents through transmittal systems.
- Competent in maintaining up-to-date document registers and tracking logs.
- Well-versed in ensuring document compliance with QC and project specifications.
- Experienced in supporting internal and external audits with accurate and traceable documentation.
- Excellent coordination skills with engineering, procurement, construction and QC teams.
- Effective in managing communication with client document control departments for timely deliverable approvals.
- Skilled at monitoring document revisions, updates, Redlines and notifications to concerned departments.
- Proficient in tracking document review progress and expediting approvals and comments.
- Capable of generating periodic document control reports for project management review.
- Experienced in operating Electronic Document Management Systems (EDMS) such as, SharePoint,
- Skilled in training project personnel on document control procedures and EDMS platforms.
- Proficient in compiling and submitting final project handover documentation and as-built records.
- Skilled in preparing final document indexes, record books, and closeout packages.
- Familiar with maintaining HSE-related documentation and supporting compliance with safety policies.
- Strong ability to enhance team efficiency through quick retrieval and accurate control of project records.
- Effective communicator, reporting to Project Manager or QC Manager and coordinating across disciplines.

ACADEMIC & TECHNICAL QUALIFICATION

Degree	Board
Matriculation	B.I.S.E Gujranwala Pakistan
Quantity Surveyor Course (2 year)	B.I.S.E Rasul college mandi Baha Uddin
Autocade Course (1 years)	Rawalpindi

POFESSIONAL SKILLS

- Microsoft Office
- Creativity with Positive thinking
- Ability and willingness to manage pressure

- Creativity with Positive thinking
- Admiration skills

PERSONAL INFORMATION

- Father`s Name Munir Ahmad
- Date of Birth 15-05-1982
- CNIC 3410436131567
- Domicile Punjab Wazirabad
- Nationality Pakistani
- Languages Urdu, English, Arabic, Punjabi
- Religion Islam
- Marital Status Married

REFERENCE

- **Reference can be provided if required.**