

# MANEGAR MOHAMMED MUDASSIR

Senior Document Controller | Project Coordinator | Payroll Officer | Procurement Officer

Nationality: Indian | DOB: Mar 17 1981 | Ash-Sharafiah Madina Road Jeddah, KSA |

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Iqama Status: Transferable | 13 years of experience in construction & FM projects in Saudi Arabia.



## Summary

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**Dynamic and detail-oriented professional with 13 years of extensive experience** in document control, project coordination, payroll management, and procurement operations across construction and corporate environments. Proven expertise in establishing and maintaining efficient documentation systems, ensuring compliance with project and company standards, and facilitating smooth communication between project stakeholders. Skilled in coordinating multi-disciplinary teams, managing workflows, and supporting end-to-end project execution. Strong background in payroll processing, employee records management, and ensuring accuracy in compensation and benefits. Adept in procurement processes, vendor management, and cost control, contributing to timely delivery of materials and services. Recognized for excellent organizational skills, accuracy, and ability to streamline processes that enhance operational efficiency and support business objectives.

## Key Strengths Include

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- Document Control & Records Management (EDMS, Aconex, ISO standards)
- Project Coordination & Stakeholder Communication
- Payroll Processing, Timekeeping & Compliance
- Procurement, Vendor Relations & Materials Management
- Reporting, Filing Systems & Archiving (electronic & hard copy)
- Cross-functional Team Support & Administration

## Work Experience

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### Sr. Document Controller

Dussmann – Ajlan & Bros Company

Feb 2023 – Present

- Coordinated all activities related to Document Control, including technical documents, drawings, and commercial correspondence to Subcon, PMT and client.
- Manage and control documents projects (including engineering/technical Documents, Reports, RFI Log, WIR Log, MIR Log, NCR, Site Instruction, DPR, correspondence, project management - commercial, legal, Procedures, Specifications, Drawings - Design, IFC, Shop Dwg, Redline & As-built. Datasheets, O & M Manuals generated by the Company, PMT, Client and subcontractors.
- Ensures proper document classification, sorting, filing and proper electronic archiving.

- Input document data into the standard registers, ensuring that the information is accurate and up-to-date. Received approved documents stamped and distributed to the engineer concerned for action.
- Make sure that controlled copies of the latest approved documents and drawings are given to the appropriate related staff and Engineers, subcontractors, and suppliers if applicable.
- Review and update documents for maintenance and quality control.
- Preparing for submission of Test and commissioning Documentation for approval from the PMT.
- Filling and safekeeping all incoming & outgoing transmittals Submittal.
- Filling, maintaining, keeping track and safekeeping of all incoming documents, and drawings at the designated filling storage area.
- Fulfilling all duties necessary to create, edit, review, upload, copy, scan etc. to ensure document management is functional and successful.
- Manage project files from project initiation to closure.
- Establish and oversee a structured filing system for both electronic and physical documents, ensuring easy access and efficient document management.
- Ensure easy archival and retrieval of documents to support the construction management team and facilitate the preparation of the project dossier for handover upon completion of the capital project.
- Track shipments and provide real-time updates to customers regarding delivery schedules.
- Manage order cancellations, refunds, and exchanges while ensuring proper documentation.
- Ensure orders are packed and dispatched according to company procedures and customer requirements.
- Ensure the completion of physical inventories and submission of required reports and data.
- Assist in the planning of the life-cycle support, development of training plans, development of technical manuals and other tasks related to logistics support.
- Check for accuracy and edit files, like reports.
- Review and update operational documents such as purchase orders (POs) and invoices to ensure accuracy and compliance with project requirements.
- Distribute document copies to relevant internal teams to ensure proper communication and workflow alignment.
- Maintain and organize documents in both physical and digital formats to ensure efficient storage and easy retrieval.
- Retrieve files as requested by employees and clients.
- Manage the flow of documentation within the organization.
- Maintain confidentiality around sensitive information and terms of agreement.
- Petty cash documents preparation.
- Coordinate the preparation and submission of comprehensive handover documentation, including discipline-specific Operation and Maintenance manuals and equipment catalogues, in accordance with project requirements.
- Hand over the project's Operation and Maintenance (O&M) manuals to the Project Management Team (PMT) and client in accordance with project closeout procedures.

### **Project Coordinator (KAFD)**

**Dussmann – Ajlan & Bros Company**

**Jun 2022 – Feb-2023**

- Coordinate activities, resources, equipment and information.
- Make certain that clients' needs are met as the project evolves.
- Manage, control, and coordinate the project schedule and implementation to ensure the project is completed on time.
- Ensure effective management and control of the project schedule to meet deadlines and deliverables.
- Monitor and report on the progress of a project to all stakeholders.
- Use project management tools to monitor working hours, budget, plans, and money spend.
- Prepare/update project status reports, process invoices, update tracking reports, and maintain files for due diligence and financials.
- Create and maintain comprehensive project documentation, plans, and reports.
- Preparing weekly and monthly reports.
- Organizing reports, invoices, contracts, and other financial files for easy access.

### **Payroll Officer**

**Muheel Facilities Management Company (Alj + Al-Muhaidib)**

**Sep 2016– Mar 2022**

**Works on Mena Me HR module system on below services.**

- Maintain New Employees Records & Contracts.
- Organize workforce as per project requirements.
- Resolve daily and monthly issues related to employees.
- Calculate the employee's end of benefits and annual vacation.
- Calculate monthly Payroll system with Finance on Microsoft Dynamics 365.

**Works on Microsoft Dynamics 365 Financial system on the services below.**

- Create Monthly payments upload and verify with calculation.
- Create Purchase Requests for HR and Projects.
- Maintain GOSI record with System.
- Maintain Monthly Transactions for the Company account.
- Maintain Labor Office dues and payment through the system.

### **Payroll Accountant**

**Al Muhaidib Contracting (Saudi Arabia-Jeddah)**

**Oct 2014– Sep 2016**

- Maintain time clocks, data entry, payroll deduction daily and monthly activities.
- Maintain information from time sheets and resolve issues.
- Maintain Annual vacation through the local system.
- Calculate End of employee contract benefits in accordance with hours of services.
- Keep a Document Record for all compensation activities.
- Prepare and maintain bimonthly and monthly payroll.
- Provide assistance in monitoring cash flow with Finance.
- Provide insight when implementing accounting systems.
- Managed employee compensation programs.

- Coordinated and processed irregular payments.
- Managed employee status change requests.

## **Document Controller Finance**

### **Al Muhaidib Contracting (Saudi Arabia-Jeddah)**

**Nov 2012– Oct 2014**

- Responsible for controlling all documentation-related activities in a project.
- Support and coordinate with discipline, administration, and control.
- Data Entry of in carry/dispatch/Updating Contracts/ Bill details
- Preparation of the Report related to documents.
- Control and maintain project records of incoming project documents.

## **Skills**

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- Excellent Leadership, teamwork, and communication skills.
- Experience in managing logistics in a highly regulated environment is highly desirable.
- Well knowledge of logistics operation systems and attention to detail.
- Flexible and capable of performing both as an individual and in a team.
- Good team player & self-motivator.
- Good customer service skills and Staff training.
- Ability to negotiate.
- Safety in the working environment.
- Time Management.
- Good Communication Skills
- Goal-Oriented Person and Excellent Team Player.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to communicate technical ideas effectively, both orally and in writing.
- Ability to interact professionally, cooperatively and maintain effective working relationships.
- Skilled in managing end-to-end order processing, tracking, and returns.

## **Soft Skills**

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- Excellent PC skills and knowledge of MS Office.
- Proficient in Electronic Document Management System.
- Outstanding Knowledge of Payroll Accounting Software.
- The ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Mena Me HR module system.
- Microsoft Dynamics 365 Financial system.
- Data entry organization skills.
- Aconex Accredited

## **Education and Internship**

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- Diploma in Accounting – Private College 2010.
- Diploma in HSE-Fire and Safety, Western Institute of Technology- 2009
- Intermediate RBS Inter College Agra- 2004

## PROFESSIONAL HISTORY

YEAR	POSITION	COMPANY	COUNTRY
2023- Present	Senior Document Controller	Dussmann – Ajlan & Bros Company	Riyadh, KSA
2022 - 2023	Project Coordinator (KAFD)	Dussmann – Ajlan & Bros Company	Riyadh, KSA
2016 - 2022	Payroll Officer	Muheel Facilities Manag. Co (Alj + Al-Muhaidib)	Jeddah, KSA
2014 - 2016	Payroll Accountant	Al Muhaidib Contracting	Jeddah, KSA
2012 - 2014	Document Controller Finance	Al Muhaidib Contracting	Jeddah, KSA

## Languages

- English      Fluent
- Arabic      Intermediate
- Kannada    Native / Bilingual
- Hindi      Native / Bilingual
- Urdu      Fluent

## Declaration

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.

Manegar Mohammed Mudassir.  
Signature: