

# MD MUZAMMIL HAQUE

## Document Controller



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☎ +966-536037980

📍 Abha, Saudi Arabia

🚩 Indian

### SUMMARY

Accomplished Document Controller with a strong background in large-scale engineering and construction projects. Expert in using document control software (Aconex, PCM) to manage document lifecycles, from creation to archival. Committed to improving operational efficiency and maintaining the highest standards of data security and accuracy."

### Professional Experience

**Document Controller**, ABV ROCK GROUP LTD

06/2016 – 06/2025

Riyadh, KSA

- Prepare QA/QC documents, including RFI, MIR, and Test Reports.
- Submit RFIs and MIRs to consultants daily.
- Compile and present Daily Reports.
- Develop QA/QC Weekly and Monthly Reports.
- Coordinate with consultants to address issues related to RFI, MIR, and other QA/QC documents.
- Draft letters, memos, and provide administrative support to the QA/QC Department.
- Create Monthly Service Reports for QA/QC employees.
- Process overtime requests according to site requirements.
- Update the Quality Record Monitoring Log daily, covering Site Instructions, NCRs, MIRs, Test Reports, and Work Notifications.
- Keep Organization Charts updated.
- Plan the QA/QC annual vacation schedule.
- Prepare disciplinary action forms.
- Arrange travel leave requests for employees upon contract completion.
- Maintain all records both in physical files and on the system.

**Document Controller**, ANAPPADIKKAL TRADING COMPANY PVT. LTD, MUMBAI

08/2013 – 02/2016

Mumbai, India

- Handling intake, scanning, verification, and storing documents.
- Filing and archiving relevant documentation.
- Retrieving files for other employees and customers when needed.
- Designing templates for documents, file types, and document databases.
- Checking and editing documents for accuracy and compliance.
- Controlling the flow of documents in and out of the department.
- Reporting errors or developments regarding document storage.
- Ensuring the secure destruction and disposal of sensitive documents.
- Updating and maintaining document management systems and physical records.
- Maintaining the security of confidential documents.
- Assisting employees with accessing documents through our document management system.

**Admin Clerk, SHAH CONSTRUCTION COMPANY PVT. LTD**

06/2010 – 06/2013

- Having experience with Document Management Systems for control, issue, reporting and filing of Project and Engineering documentation such as Design Drawings & Shop drawings, Method Statements, Operation Manuals, Material Submittals, Sample Submittals, RFIs, Purchase Documents, Letters & Transmittals etc.
- Maintain effectively security, archiving of all electronic, hard copy documentations, and their retrieval when required.
- Maintain the Project Team to receive the updated documents especially Drawings and Method Statements.
- Help to prepare the Method Statements, Operations Manuals, Subcontract Agreements and relevant documents.
- Updating of all Incoming and Outgoing Documents (Client and Subcontractors) in internal developed software/document registers.
- Kept a track on Documents, Reports, Submittals and Minutes of Meetings & submission of the Weekly Report and monthly Report to the Superiors.
- Filing of all documents as per the procedure provided by company.
- Compiling project documentations including Installation, Operations & Maintenance Operation, and Project Start-up Manuals.
- Follow-up and expediting technical documents & certificates from Suppliers.

**Admin Clerk, D.K. ENGINEERING PRIVATE LIMITED**

03/2008 – 12/2009

- Organize and sort incoming mail and paperwork;
- Answer phones, tracking, distribution, report creation, basic problem resolution;
- Enter information into customer systems as necessary, as well as communicate with drivers to ensure timely deliveries of product;
- Perform general office functions to include data entry;
- Compute, record and proofread data and other information, such as records or reports;
- Maintain and update filing, inventory, mailing, faxing, coping, and database systems;
- Assists project coordinators with projects as assigned;
- Review data from queries and spreadsheets provided by project coordinators to determine appropriate provider usage;
- Administrative duties as requested;
- Update and maintain documents for the department as needed;
- Office equipment use of printer/copier/fax machine;
- Answer phone and greet visitors in a friendly, professional manner;
- Generating some correspondence;
- Assist administrative staff in paperwork processing and filing duties.

## Education

**Intermediate Session (2006) Bihar Intermediate Education Council Patna, India, Matric session (2004) Bihar School Examination Board Patna, India**

2004 – 2006  
India

## Certificates

- Aconex System Certification from Udemy, Inc. [↗](#)
- **Professional Diploma in Office Administration Management** from Udemy, Inc. [↗](#)
- Tally Prime Expert Certification from Account Expert [↗](#)
- Busy Accounting Advanced Certification from Account Expert [↗](#)
- Microsoft Office Complete Course from Account Expert [↗](#)

## Awards

CERTIFICATE OF PERFORMANCE  
09/09/2024

## Passport Details

Passport No Y4861146  
Date of Issue 09/09/2024  
Date of Expire 08/09/2034  
Place of Issue Jeddah

## Skills

- Primavera Contract Management (PCM)
- Aconex
- MS Excel
- MS Word
- MS Power Point
- Internet Explorer
- Windows XP, vista & 7
- Unix

## Language

- English
- Arabic
- Hindi