

HAFIZ AHSAN ALI AWAN Document Controller

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📅 1991-11-03 🇵🇰 Pakistani 🚗 Saudi Driving License

📄 IQAMA Valid & Transferable



Profile

Detail-oriented and highly organized Document Controller with over 5+ years of experience managing documentation systems in [industry, e.g., construction, engineering, etc.]. Proven ability to handle large volumes of documents, ensuring accuracy, confidentiality, and compliance with company and regulatory standards. Skilled in using document management software such as [e.g., Aconex, SharePoint, EDMS, etc.], and proficient in maintaining version control, tracking document flow, and coordinating with internal departments and external stakeholders. Strong communicator with a commitment to efficiency, quality, and continuous improvement in document control processes.

SOFTWARE'S

Aconex

Skilled in using Aconex for document control, including uploading, tracking, distributing, and managing project documents and correspondence with full version control and workflow management.

SharePoint

Proficient in using SharePoint for organizing, storing, and managing documents, ensuring secure access, version control, and efficient collaboration across teams and departments.

RMS

Skilled in using Request Management Systems (RMS) to log, track, prioritize, and manage internal and external service requests, ensuring timely resolution and effective communication between stakeholders.

MS Office

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), with strong skills in document formatting, data analysis, report generation, and professional communication.

PROFESSIONAL EXPERIENCE

Project Document Controller,

Diriyah Gate Development Authority (DGDA) (Project) First Gulf Company (FGC)

09/2025 – Present
Riyadh, KSA

- Managed and maintained project documentation in accordance with company and client standards using Aconex.
- Coordinated document control processes across multiple stakeholders including contractors, consultants, and clients.
- Uploaded, distributed, and tracked project documents, drawings, and correspondence via Aconex to ensure timely communication and approvals.
- Ensured proper classification, indexing, version control, and archiving of documents and drawings.
- Monitored and enforced document submission deadlines to support project schedules.
- Generated and maintained transmittals, document registers, and reports through Aconex and internal systems.
- Provided training and technical support to project team members on Aconex workflows and document protocols.
- Conducted quality checks to ensure compliance with document control standards and procedures.
- Liaised with engineering, procurement, and construction teams to ensure document integrity and availability.

- Supported audits and project close-out processes by compiling and organizing complete document packages.

Project Document Controller,

08/2024 – 08/2025

king Fahad Cultural Center (KFCC) (Project) First Gulf Company (FGC)

Riyadh, KSA

- To liaise with and distribute project related information with all levels of the project team and potentially external parties.
- Manage the processes around documentation within the organisation.
- Maintain confidentiality around sensitive documentation.
- Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date.
- File documents in physical and digital records and ensure appropriate storage.
- Manage requests for documentation.
- Create templates.

QC Document Controller, ABV Rock

12/2023 – 07/2024

Riyadh, KSA

- Managed, organized, and controlled all Quality Control documentation including ITPs, MIRs, RFI logs, NCRs, Method Statements, and Material Submittals.
- Maintained accurate records of inspection reports, test reports, calibration certificates, and vendor documents.
- Ensured all QC documents comply with company standards, project specifications, and ISO 9001 requirements.
- Prepared and updated document control registers, transmittals, and submission logs on a daily basis.
- Coordinated with QC Inspectors, Site Engineers, and Contractors for timely submission and approval of quality documents.
- Ensured proper filing, indexing, and retrieval of QC documents (both soft and hard copies).
- Uploaded/managed QC documentation in electronic systems such as **Aconex**, **SharePoint**, or other EDMS platforms.
- Assisted QC Manager in preparing QA/QC reports, dashboards, and weekly/monthly quality documentation summaries.
- Ensured controlled distribution of approved documents to site teams and removed/updated superseded documents.
- Supported internal and external audits by providing correct and complete QC documentation.

Document Controller, Balfour Beatty LLC

09/2022 – 11/2023

Dubai, UAE

- Implement document control procedures to comply with company policies and industry regulations.
- Manage and maintain company documents, ensuring accuracy, organization, and accessibility.
- Maintain version control, ensuring only the latest approved documents are in circulation.
- Track document revisions, approvals, and updates while maintaining detailed records.
- Retrieve and archive documents efficiently to support project and compliance requirements.
- Coordinate with project teams, quality assurance, and compliance departments for document management.
- Generate reports on document status, updates, and compliance for management review.

Admin/Accountant, Dar-ul-Huda School System03/2020 – 05/2022
Phularwan, Pakistan

- Maintain Accounts of Institution.
- Preparation of Monthly Salaries.
- Maintain Income & Expenditure Records.
- Making Yearly Financial Summary.
- Making Monthly Balance Sheets.

Procurement Expeditor, Dutco McConnell Dowell (Australian Based Company)02/2016 – 11/2016
Dubai, UAE

- Received MPR's from Procurement Engineer.
- Update them in System.
- After the PO Has Been Placed, Received PO from Procurement Officers, Post Them in System.
- Follow up for the Delivery of and Track the Material.
- Maintain the Records of Procurement Department.

HR Clerk, Dutco McConnell Dowell (Australian Based Company)08/2015 – 08/2015
Dubai, UAE

- Responsible to Maintain Personal Files of Employees.
- Responsible to Maintain Leave Records, Leave Settlements and Final Settlements of Employees.
- Responsible to Arrange Documents for Renewal of Visa, Emirates ID Cards And Occupational Health Cards etc.

Plant Clerk, Dutco McConnell Dowell (Australian Based Company)04/2015 – 08/2015
Dubai, UAE

- Department Cost Controlling of Spare Parts and Consumables Items.
- Responsible for Internal Hire Out & External Workshop Job Invoice Making.
- On Time Registration, Renewal Plant Equipment's.
- Time to Time Renewing Competency Certificates of Operators and Monitoring Third Party Certification for Equipment's.
- Responsible for Diesel Monitoring System Operating and Preparing Monthly Diesel Consumption Report by Project Base.
- Plant & Equipment Revenue and Maintenance Cost Report Making.

EDUCATION

Bachelor of Commerce, Institute of Leadership & Management2014
Sargodha, Pakistan**Diploma in Commerce, Punjab Board of Technical Education, PBTE Lahore**

2010

Certificates

- CISCO Certified Network Associate (CCNA)
- Security Awareness Fundamentals

LANGUAGES

- English
- Urdu/Hindi
- Arabic

Declaration

I hereby declare that the information provided in this resume is true and correct to the best of my knowledge and belief.

Hafiz Ahsan Ali Awan