

# **CURRICULUM VITAE**

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## **Post Applied for:**

Document Controller / Sales/Purchasing

## **Profile Summary:**

A highly disciplined and detail-oriented Senior Document Controller with 13 years of comprehensive experience in documentation management across major projects in Saudi Arabia, Known for reliability, commitment, and meticulousness, I thrive under pressure and am proficient in both independent and team environments. I possess strong communication skills and have a proven ability to manage complex documentation processes from initiation to completion.

## **Executive Summary:**

❖ 13 Years of Work Experience in the Documentation field with Different Projects in Saudi Arabia

## **Employment History:**

❖ Senior Document Controller – **SAB AL MUMAIZA Company ltd KSA Jeddah**  
(CONTINUE) from 1<sup>st</sup> August 2021 till now



❖ Document Controller – **Al Awtad Al Tkamuliah General contracting KSA**  
**Jeddah from 2013 till July 2021**



❖ Sales Man (cloth brand)– **GIOR DANU KSA (05 months 2012 ) Makkah ksa**

❖ Sales Man (computer shop) – **Al harbi communication (3 year) Jeddah ksa 2009 to 2011**

## **Education Qualification:**

❖ Graduation (Allama Iqbal Open University) Islam Abad Pakistan

## **Computer Skills:**

❖ 1 year Diploma in Computer ( CIT )

❖ Operating System : Windows-any platform

❖ MS-office : Word & Excel

❖ Internet Communication : Outlook & Internet Explorer

## **Professional Experience**

**PROJECT: MARS PLANT KAEC SABIR, Saudi Arabia)** 

**DURATION:** February 2013 to Nov 2013

**COMPANY: SAUDI AMANA CONTRACTING COMPANY** 

**CLIENT: MARS.**

**Document Controller/**

• Spearheaded document control activities for the project Gypsum board ceiling, raised floor ensuring all project documentation.

• Coordinated the submission and tracking of all project documents, including drawings, RFIs, and QA/QC documents, ensuring compliance with client and contractor standards.

**PROJECT:** Technical College for Girls (Jeddah KSA)

**DURATION:** Sep 2014 – Oct 2016

**COMPANY:** Saudi Construction Development com-(SCDCO)

**CLIENT:** Technical and vocational training corporation

**Document Controller**

• Managed documentation processes for the Labor, creating invoice, purchasing Gypsum board material etc., overseeing the organization and submission of documents for client...



**PROJECT:** Warehouse and Distribution Center (Flow KAEC Sabir)

**DURATION:** Dec 2016 – May 2017

**COMPANY:** SAUDI AMANA CONTRACTING COMPANY

**CLIENT:** FLOW

**Document Controller**

• Managed documentation processes for the Labor, creating invoice, purchasing Gypsum board material etc., overseeing the organization and submission of documents for client...



**PROJECT:** Land Mark warehouse ( al Sudair Riyadh KSA )

**DURATION:** Aug 2017 – feb 2018

**COMPANY:** SAUDI AMANA CONTRACTING COMPANY

**CLIENT:** Land Mark

**Document Controller**

Controlled documents for the Project ensuring all records.



**PROJECT:** Coca Cola Factory –Al Sudair Riyadh

**DURATION:** April 2018 – Jan 2019

**COMPANY:** SAUDI AMANA CONTRACTING COMPANY

**Document Controller**

• Managed documentation processes for the Labor, creating invoice, purchasing Gypsum board material etc., overseeing the organization and submission of documents for client...



**PROJECT:** COASTAL VILLAGE (COV) - HOTEL TURTLE BAY UMLUJ

**DURATION:** Jan 2020 – Feb 2021

**COMPANY:** SAUDI AMANA CONTRACTING COMPANY (KSA).

**CLIENT:** THE RED SEA DEVELOPMENT COMPANY (TRSDC)

**Document Controller**

• Managed documentation processes for the Labor, creating invoice, purchasing Gypsum board material etc., overseeing the organization and submission of documents for client...



**PROJECT:** SATS- AIR FREIGHT TERMINAL KKIA ( RIYADH KSA )

**DURATION:** Jan 2022 – April 2023

**COMPANY:** CREET INTERNATIONAL CONTRACTING COMPANY LIMITED

**Document Controller**

• Managed documentation processes for the Labor, creating invoice, purchasing Gypsum board material etc., overseeing the organization and submission of documents for client...



**PROJECT:** ARAMEX WARE HOUSE JEDDAH ISLAMIC PORT

**aramex**

**DURATION:** Jan 2023 – Sep 2023

**COMPANY:** ORIENT CONSTRUCUTION COMPANY

**CLIENT:** ARAMEX



**Document Controller**

• Managed documentation processes for the Labor, creating invoice, purchasing Gypsum board material etc., overseeing the organization and submission of documents for client...

**PROJECT:** SHURA HOTELS EAST 4 ( RED SEA UMLUJ )

**DURATION:** Feb 2024 – Continue 2025

**COMPANY:** DEPA INTERIORS LLC

**CLIENT:** THE RED SEA DEVELOPMENT COMPANY (TRSDC)

**Document Controller**

• Managed documentation processes for the Labor, creating invoice, purchasing Gypsum board material etc., overseeing the organization and submission of documents for client...



### **Job Responsibilities:**

- ❖ Coordinate all activities related to the document control procedures.
- ❖ Maintaining / updating the incoming and outgoing documents.
- ❖ Overall control of drawings & Material submissions, RFI's, Variations & QA/QC documents to the main Contractor / Consultants.
- ❖ Controlling documents to difference between Clients / Consultants, Sub contractors and Suppliers and the Company.
- ❖ Systematic arrangement of all Submittals and Transmittals by maintaining a Log for easy accessibility.
- ❖ Prepare Transmittals for letters and drawings to the Consultant or Suppliers and maintain a Log for all received drawings and materials as per their approval status.
- ❖ Quick and easy access to any documents or drawing by ensuring a proper filing system.
- ❖ Validate all the files, control all the documents, and ensure that all the files have the specific name, no errors will be there and complete checked before filing.
- ❖ Maintain and records all important project documents.
- ❖ Maintain a proper Log in the Computer on Microsoft Excel for all documents, letters and drawings related to the projects.
- ❖ Reminds Managers and Engineers of the appointments, deadlines, and report commitments.
- ❖ Perform administrative work for the team and handle confidential files.
- ❖ Perform other duties, functions and responsibilities as assigned by the Project Manager.
- ❖ Maintain a register of all site instructions and verbal instructions.
- ❖ Provide all documents on time as require.

## **SKILLS:**

- Strong problem-solving and analytical thinking skills
- Adaptable to complex environments and challenging projects
- Excellent communication skills, both written and verbal
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Familiar with various versions of the Windows operating system

## **PERSONAL INFORMATION:**

Iqama : 2177201734 Valid-Transferable

Date of Birth : 01-01-1991

Age : 35 Years (Male)

Marital Status : Married

Driving license : Valid

Mobile in Saudi Arabia : +966 – 554544339-583725686

E-mail Address : [wafayameen@gmail.com](mailto:wafayameen@gmail.com)

Languages Known : English, Arabic full, urdu

**Hobbies and Extra Curricular Activities:** Reading, Cricket, Traveling, online booking tickets, & Social Service,

## **Declaration:**

I Hereby Certify that the Particulars Declared Above are accurate and true according To the Best of My Knowledge.

Thanks & Best Regards,