

MOHAMMAD ATIF

Document Controller

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PERSONAL DETAILS

Nationality: Indian

Languages:

- English – Fluent (Written & Spoken)
- Arabic – Conversational / Intermediate
- Hindi – Native

PROFESSIONAL SUMMARY

Document Controller with 13+ years of GCC & India experience across Metro Rail, EPC, Oil & Gas and Contracting projects. Skilled in EDMS systems, revision control, IFC/GFC workflows, QA/QC documentation, metadata standards and final handover documentation.

CORE SKILLS & COMPETENCIES

- Aconex, ProjectWise, Asite, SharePoint, EDMS Systems
- IFC/GFC Drawing Control & Revision Management
- RFIs, NCRs, MIRs, WIRs, QA/QC Documentation
- Transmittals, Submittals, Document Numbering
- ISO 9001 Documentation & Audit Support
- As-Built Documentation & Final Handover
- Vendor Document Control & MDR Management

PROFESSIONAL EXPERIENCE

DB Engineering & Consulting

Nov 2021 – Present

Document Controller | Bhopal, India |

Project: Bhopal Metro Rail |

Client: MPMRCL

- Managed documentation across Civil, Track, Depot, Stations, Signaling, OHE, Rolling Stock & MEP.

- Administered EDMS (Aconex, ProjectWise, DB-DMS) ensuring metadata accuracy.
- Processed GFC drawings, Shop Drawings, RFIs, TQs, ITPs, QAPs, material submittals & test reports.
- Maintained MDRs, drawing registers, submission logs and approval cycles.
- Issued latest IFC documentation; archived superseded revisions.
- Generated dashboards, overdue trackers and KPI reports.
- Prepared As-Built documentation & final handover files.
- Coordinated across Civil, Track, Systems, Depot and Rolling Stock teams.
- Verified metadata compliance with DB & MPMRCL protocols.

GS Engineering & Construction (GS E&C)

Jan 2017 – Jun 2020

Document Controller | Kuwait | NWC

Project | Client: Kuwait Oil Company (KOC)

- Managed EPC documentation lifecycle per KOC standards.
- Administered Aconex per KOC-G-007 metadata, numbering and revision control.
- Controlled P&IDs, Isometrics, GA drawings, Civil/Structural, MEP, Vendor Docs & QAPs.
- Coordinated approvals with KOC & PMC (Worley/Fluor/Wood).
- Maintained Master Document Register across all disciplines.
- Issued IFC documentation with strict version control.
- Tracked RFIs, NCRs, MIRs/WIRs, TQs and coordinated close-outs.
- Managed Loop Folders, Hydrotest Packs & MCC dossiers.
- Compiled Vendor Data Books, O&M Manuals & FAT/SAT records.
- Prepared As-Built documentation for KOC final handover.

Saudi Binladin Group (SBG)

Nov 2009 – May 2014

Document Controller | Saudi Arabia |

Projects: King Abdullah International

Foundation (KAIF), Riyadh

Princess Noura University, Riyadh

Abraj Kudai Hotel, Makkah | Client: MOI

- Managed documentation for Civil, Structural & MEP disciplines under ISO 9001.
- Processed IFC drawings, Shop Drawings, Material Submittals, RFIs, MIRs, WIRs & NCRs.
- Maintained revision logs, approval matrices & drawing registers.
- Coordinated documentation flow across Engineering, QA/QC, Planning & Procurement.
- Supported QA/QC audits with compliance & traceability documentation.
- Compiled As-Built files & handover documentation.
- Coordinated consultant & subcontractor submissions.

- Maintained IR/MIR logs & drawing status reports.
- Ensured ISO audit readiness & corrective action documentation.
- Controlled MEP, façade & architectural documentation.
- Supported procurement & subcontractor billing documentation.
- Assisted Testing & Commissioning teams with warranties & calibration certificates.

EDUCATION

Bachelor of Science (B.Sc.) – Barkatullah University, Bhopal (2002)

CERTIFICATIONS

IOSH – Abacus International, Kuwait (2017)