

FAHEEM ALI

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Nationality: Pakistani

PROFESSIONAL SUMMARY

Detail-oriented Document Controller (Aconex Specialist) with strong experience across MA 'Aden, Red Sea Global (RSG), and Aramco-based projects. Skilled in managing engineering documents, technical submittals, drawings, transmittals, project correspondence, and safety documentation.

Experienced in maintaining DMS, ensuring compliance, coordinating with engineers, QA/QC, safety, and planning teams, and supporting high-volume documentation workflows with strong accuracy and follow-up.

WORK EXPERIENCE

Document Controller

Saudi Sicli Company – MA 'Aden Project (Public Safety Division)

13/10/2025 – 20/11/2025 | Jeddah, Saudi Arabia

Controlled project documents including technical files, drawings, submittals & safety documentation.

Managed Aconex workflows, transmittals, document numbering, and revision control.

Updated logs, registers, distribution lists, and ensured timely flow of information.

Maintained proper documentation structure supporting project teams.

Document Controller

Recon International Ltd – RSG Amaala Wellness Project

26/08/2024 – 30/08/2025 | Alwajh, Saudi Arabia

Managed Aconex document control, engineering drawings, WIR/MIR, RFIs & consultant comments.

Maintained revision history and ensured compliance with RSG standards.

Issued daily/weekly/monthly document reports.

Document Controller

Initial Saudi Group – Red Sea Global Project

18/06/2022 – 23/08/2024 | Umluj, Saudi Arabia

Handled controlled documents, method statements, construction drawings, NCR logs & correspondence.

Maintained both soft and hard filing systems.

Supported QA/QC, planning, and site teams with updated documents.

Document Controller

BL Herbert International

16/07/2021 – 27/04/2022 | Islamabad, Pakistan

Managed engineering documentation, transmittals & distribution sheets.

Maintained organized filing and retrieval system.

Legal Document Controller (Part-time)

Abbas Ali Abbasi Law Associates

Duration: 01/01/2020 – 30/05/2021 | Karachi, Pakistan

Managed case files, petitions, agreements, legal notices, and confidential records.

Prepared draft documents, organized references, and maintained legal registers.

Ensured proper filing and retrieval of all court-related documentation.

Assisted advocates with documentation for hearings and client meetings.

EDUCATION

LLB (Law) – University of Karachi (2018–2021)

Master in English (M.A) – SALU Khairpur (2016–2018)

Diploma in Information Technology (DIT) – STTB Karachi (2015)

CERTIFICATIONS

Certificate in Information Technology – Glance IIT

A+ Hardware – Islamic IIT

Office Automation – Glance IIT

KEY SKILLS

Aconex (EDMS)

Document Management System (DMS)

Document Numbering & Coding

Transmittals & Workflows

Technical Submittals

Engineering Drawings

Revision & Version Control

RFI / WIR / MIR / NCR

Safety File Documentation

Project Correspondence

ISO / Aramco / RSG Compliance

Hard & Soft Filing System

Reporting (Daily/Weekly/Monthly)

Strong Follow-Up

LANGUAGES

English – Proficient

Arabic – Basic

Urdu / Hindi / Sindhi – Fluent