

# MUHAMMAD MOIN UL HAQ

Saudi Arabia | moeenmughal2016@gmail.com | 0556501627

## SENIOR PROJECT & QUALITY MANAGEMENT PROFESSIONAL / DOCUMENT CONTROLLER

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### PROFESSIONAL SUMMARY

Results-driven Senior Document Controller with over 15 years of progressive experience in document management, office coordination, and records control across construction, engineering, and corporate sectors. Expert in ECMS systems (Aconex), IMS documentation, and compliance management. Skilled in establishing efficient document control procedures, ensuring regulatory compliance, and maintaining strict confidentiality standards. Adept at streamlining workflows, supporting project teams, and delivering accurate, accessible, and secure records. Recognized for strong organizational skills, attention to detail, and the ability to perform effectively under pressure.

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### AREAS OF EXPERTISE

- Document Control & Records Management
  - ECMS / Aconex & IMS Documentation
  - Compliance & Quality Assurance
  - Version Control & Archiving
  - Confidential Document Security
  - Office Administration & Coordination
  - Data Entry Accuracy & Verification
  - Workflow Optimization
  - Project Documentation Support
  - Communication & Reporting
  - Microsoft Office Suite (Excel, Word, Outlook)
  - Filing & Retrieval Systems
  - Inventory & Supply Management
  - Team Collaboration & Leadership
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### PROFESSIONAL EXPERIENCE

#### Document Controller | Alfanar Alfa Facility Management Company – Saudi Arabia

*Jun 2024 – October 2025*

- Organize, maintain, and control company and project documentation in compliance with quality standards.
- Implement document control procedures to ensure regulatory compliance.
- Manage version control, archiving, and retrieval of records to ensure accuracy and availability.
- Publish and distribute documents securely across departments.
- Act as custodian of IMS documents and maintain master record files.
- Monitor document security and confidentiality.
- Support staff with document access via document management systems.

#### Document Controller | Mohamed Alshyab Contracting & Construction Co. – Saudi Arabia

*Apr 2023 – May 2024*

- Maintained office inventory and supplies for operational efficiency.
- Drafted and edited correspondence and documents for management.
- Organized and maintained detailed office records.
- Supported daily administrative and clerical operations.
- Handled scheduling, filing, and office logistics.
- Assisted managers with reporting and project documentation.

#### Document Controller / Office Coordinator | Union Dolomite Extraction Co. – Islamabad, Pakistan

*May 2019 – Apr 2023*

- Managed project documentation, ensuring accuracy, signatures, and secure storage.
- Oversaw scanning, filing, and safeguarding of physical and electronic documents.
- Coordinated document retrieval and distribution for project managers.
- Registered and tracked incoming/outgoing correspondences, drawings, and submittals.
- Maintained up-to-date filing systems aligned with QSE procedures.
- Handled technical documentation closeout and handover.
- Prepared and exported reports from ECMS for reviews and audits.
- Ensured alignment of documents with retention and turnover plans.

## **Office Assistant | Builders Associates Pvt Ltd – Islamabad, Pakistan**

*Aug 2015 – May 2019*

- Performed administrative and clerical duties supporting daily operations.
- Handled calls, correspondence, and scheduling efficiently.
- Maintained and updated files and office records.
- Oversaw office supply procurement and inventory.
- Assisted in drafting and editing documents.

## **Computer Operator | Mansoor Mazhar & Associates Pvt Ltd – Islamabad, Pakistan**

*May 2008 – Aug 2015*

- Prepared official documents, letters, and reports while managing filing systems.
- Supported scheduling, communication, and general office operations.
- Assisted in procurement of office supplies and maintained inventory records.

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### **EDUCATION**

- **Bachelor of Commerce (B. Com)** – AIOU, Islamabad, Pakistan
- **Intermediate in Commerce** – Rawalpindi Board, Pakistan
- **Matriculation** – Federal Board, Islamabad, Pakistan

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### **ADDITIONAL INFORMATION**

- **Languages:** English (Fluent), Urdu / Hindi (Fluent), Punjabi (Native)