



## MUHAMMAD ALI

Documents Controller

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### Summary

I hold a Diploma of Associate Engineering (DAE) in Civil Engineering and have **10 years** of experience as a Document Controller in the construction sector across Qatar and Saudi Arabia. My work with both national and international organizations has enhanced my technical and corporate skills, enabling me to manage documentation processes with accuracy and professionalism. I am confident in my ability to contribute effectively to your team and deliver high-quality results under your guidance.

I am proficient in industry-standard software tools such as **Aconex, ACC, and PMWeb**, leveraging technology to streamline processes and enhance overall project workflows. My strong organizational skills and meticulous attention to detail ensure that all documentation is accurate, accessible, and fully compliant with project and industry standards. Passionate about contributing to successful project outcomes, I bring a strong work ethic, a solution-oriented mindset, and a collaborative approach making me a valuable asset to any engineering or construction team.

### Highlights

- Familiar with Engineering documents and data.
- Experience of Developing and maintaining Document Control procedures and processes.
- Effective Communicator.
- Self-starter able to carry out tasks with minimal supervision.
- Complete computer Literacy.
- Have a full ability to compile records and produce reports, in agreed structured and well- presented formats, file type conversions.
- Experience with **Aconex, ACC, PM Web**.
- Good knowledge in Microsoft Excel/Microsoft Word/Microsoft Power Point/Microsoft Outlook, PDF Acrobat.

## WORK EXPERIENCE

**Company:** AZMEP LLC

**Designation:** Documents Controller

**Work Place:** KAEC Saudi Arabia

**Duration:** FEB 2024 to Continue

### Responsibilities:

- Utilized **Autodesk Construction Cloud (ACC)** for managing, uploading, and organizing all MEP project documents including drawings, submittals, RFIs, and specifications.
- Develop, enforce, and continually improve document control procedure and workflow to maintain consistency and compliance with project requirements.
- Submitted shop drawings, material submittals, method statements, WIRs (Work Inspection Requests), and MIRs (Material Inspection Requests) through ACC for consultant/client review, and tracked approval status in real time.
- Created and maintained packages and folders in ACC based on discipline (Mechanical, Electrical, Plumbing) and project phase for efficient navigation.
- Coordinate the review, approval, and distribution of project Document including Shop Drawing, material submittal, method statement, Work inspection, contracts, and change request, ensuring all stakeholders receive the correct version.
- Collaborated with MEP engineers to ensure all ACC uploads met project naming conventions and were properly categorized.
- Maintain the Daily Log.
- Upload Documents in ACC and share to the server and SharePoint.
- Monitored MEP material submittals to ensure they aligned with the project's **MEP equipment specifications**, such as HVAC, plumbing fixtures, pumps, and electrical panels
- Organized and updated **MEP as-built documentation** throughout the project to avoid delays during project handover.
- Ensure all documents meet quality standards and are correctly formatted, complete and error free before the Uploading.
- Insuring EDMS requirements is strictly followed by the Project DC team.
- Received, logged, and distributed site instructions, employee instructions, and correspondence letters, maintaining a structured communication record.
- Supported the commissioning team by providing required MEP test reports, checklists, and manufacturer documents through ACC

**Company:** Tadmur Contracting

**Work Place:** Qatar

**Designation:** Documents Controller

**Duration:** 2020 FEB TO 2024 JAN

**Responsibilities:**

- Proficient in using **Aconex** EDMS for managing project correspondence, technical documents, and drawings.
- Managed all project documentation through **Aconex**, ensuring proper workflows, transmittals, and metadata were applied before submission.
- Ensured all incoming documents were correctly classified in **Aconex** using discipline codes, document types, and project-specific numbering systems.
- Maintained accurate logs and filing systems for technical documents, drawings, and submittals in compliance with project standards.
- Ensured version control and timely distribution of updated documents to site teams and relevant departments.
- Coordinated with engineering teams to track and submit shop drawings, material submittals, and method statements to consultants.
- Managed incoming and outgoing transmittals and correspondence using standard templates and project codes.
- Monitored and updated submittal tracking logs using MS Excel and electronic document management systems (EDMS).
- Supported project engineers during audits and inspections by providing well-organized and up-to-date documentation.
- Performed routine **quality checks** on Aconex uploads to ensure compliance with client requirements and eliminate submission rejections
- Prepared final handover documentation including As-Built drawings, O&M manuals, and warranty certificates.
- Assisted in maintaining confidentiality and access control for sensitive project documents and contracts.
- Regularly updated project teams on document status, submission deadlines, and pending approvals through weekly reports.
- Archived completed workflows and closed actions in **Aconex** for accurate project close-out documentation.

**Company: RK Construction & CO**

**Work Place: Pakistan**

**Designation: Documents Controller**

**Duration: 2016 JAN TO 2020 JAN**

**Responsibilities:**

- Received, reviewed, and recorded incoming documents such as drawings, submittals, and correspondences from consultants, contractors, and suppliers.
- Prepared and submitted technical documents (drawings, material submittals, RFIs, method statements, inspection requests) to clients/consultants in line with document control procedures.
- Ensured timely submission of all project-related documents to prevent delays in approvals or construction activities.
- Maintained accurate logs and registers for document submissions, approvals, and correspondence using MS Excel and internal filing systems.
- Coordinated with the engineering team to ensure all documents were submitted with the correct format, revision, and supporting attachments.
- Followed up on pending approvals and consultant/client responses, updating engineering and site teams regularly.
- Stored and archived all received documents in structured folders (both hard and soft copies), ensuring traceability for audits and project close-out.
- Assisted in preparing handover documents and as-built records for client submission at project completion.
- Supported QA/QC inspections by providing approved documents, checklists, and records during consultant site visits.
- Handled site instructions, employee instructions, and official correspondences, distributing them to the relevant project stakeholders.
- Acted as the focal point between consultants, suppliers, and internal departments, ensuring smooth communication and proper documentation workflow.
- Ensured all documents were tagged, indexed, and categorized properly for easy retrieval during audits and project reviews.
- Monitored document workflows and escalated delays or non-compliant submissions to the engineering and management teams for quick resolution.
- Ensured confidentiality and secure handling of sensitive project information and contractual documents.
- Contributed to continuous improvement by identifying gaps in the documentation process and suggesting workflow enhancements.

**Skills:**

- Document Management Systems (DMS).
- Aconex.
- Autodesk Construction Cloud (ACC).
- Drawing and Submittal Management.
- Revision & Version Control.
- Document Filing (Hard/Soft Copy).
- MS Excel (Logs, Reports, Filters, VLOOKUP).
- Microsoft Outlook / Email Management.
- File Sharing Tools (OneDrive, Dropbox, Google Drive).

**Personal Information:**

**Nationality:** Pakistani

**Passport no:** ML1813712

**Saudi Iqama:** Transferable

**License:** Available

**Marital Status:** Single

• Education – Certificates & Training	
• D.A.E (Diploma of Associate Engineering)	2018
• Federal Board of Secondary Education	2015
• Computer Course Al-Raza Institute of Information Technology Pakistan	2021
• A.C.C (Autodesk Construction Cloud Learning Centre)	2025

**Languages:**

English, Arabic, and Urdu

**Declaration** I hereby declare that the information provided above is true to the best of my knowledge and belief.