

Islam Ali

DOCUMENT CONTROLLER



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IQAMA: Transferable

PROFESSIONAL SUMMARY

I am a motivated and detail-oriented Document Controller with 4 years of experience in the construction industry, combining administrative coordination with project-level documentation. Currently, I have worked on the Qiddiya Resort Core Project [DCP and CWP], Implementation of fire-fighting systems at the DGDA site, and supporting the design management team through efficient documentation workflows. Throughout my career, I have collaborated closely with multidisciplinary teams to ensure the smooth execution of project plans while upholding safety and compliance standards.

EDUCATION

FCS Computer Science 2022
WCA College

EXPERIENCE

Energy Platforms Co. | 2025 (Mar) - Present

Qiddiya Resort Core [District Cooling Plan & Chilled Water Network], Riyadh

Project Document Controller & Admin Coordinator

As a Document Controller at EPF, I play a dual role in administration and project documentation, combining structured document management with hands-on operational coordination. Building on my previous experience in establishing robust document control systems, I now handle a broader scope of responsibilities that contribute directly to both site readiness and project execution. My role includes preparing gate passes, coordinating manpower documentation for safety inductions, and ensuring all regulatory and project-specific requirements are met. I liaise with site teams and suppliers to track time sheets, prepare invoice drafts, and generate essential site reports such as the dune sand report with logs and material documentation followed with logs. Supported the company during client and internal audits by scheduling meetings, organizing documentation, & processing. In parallel, I manage comprehensive project documentation, including method statements, drawings, materials, and progress reports [daily, weekly, and monthly], all Project documents in **ACONEX**, while supporting general administrative tasks vital to project continuity.

KEY ACHIEVEMENTS

- Maintain and manage project documentation across various phases **(drawings, method statements, material submittals)**.
- Prepare and upload daily, weekly, and monthly progress reports.
- Coordinate with site teams and administrative staff to mobilize manpower and document safety induction procedures.
- Generate gate passes and ensure smooth site entry procedures for manpower and staff.
- Track and compile supplier time sheets and draft preliminary invoices for billing.
- Prepare dune sand logs and reports with relevant documentation and invoice tracking. Support general administrative tasks, including engagement forms and task scheduling.
- Assisted in preparing, organizing, and submitting project documentation required by the client during audits, ensuring full compliance with contractual and regulatory standards. Also supported internal audit processes by maintaining up-to-date records, tracking document versions, and ensuring procedural consistency across departments.

Elite Success Group | 2024 (Mar) - 2025 (Jan)

Diriyah Super Basement TFF Project, Riyadh.

Document Controller

In this role, I effectively managed and maintained comprehensive document control systems, ensuring efficient storage and retrieval of project documentation. By developing and implementing robust document control procedures, I enhanced compliance with organizational and regulatory standards. My responsibilities included reviewing and approving document submissions for accuracy, generating insightful reports on document status, and facilitating communication among teams to keep all stakeholders informed.

KEY ACHIEVEMENTS

- Developed a project-specific document control manual that standardized procedures and ensured compliance with project regulations.
- Streamlined document management processes, resulting in a reduction in document retrieval times.
- Prepared and maintained detailed project documentation, including progress reports, schedules.
- Contributed to making sure the project outputs met standards and client expectations.
- Maintain version control for all documents to ensure that the latest versions are available and outdated versions are archived or removed, and Supersede.
- Track changes and revisions, and document the reasons for changes.
- Conducted regular document audits during the project lifecycle.
- Identifying discrepancies and ensuring timely resolution, which contributed to maintaining project schedules and minimizing delays.
- Implement access controls to restrict unauthorized access to sensitive or confidential documents.
- Work with IT and security teams to ensure the security of electronic documents and compliance with data protection regulations.
- Conducted a site inspection to ensure all work was performed according to documentation specifications and safety.
- Monitored project progress, providing regular status updates and reports to senior management.
- Maintained the Logs in MS Excel with minimal errors in the sheet.
- Led the daily coordination between workers, engineers, suppliers, and clients, ensuring smooth project execution.
- Familiarity with and proficiency in using Electronic Document Management Systems to automate and streamline document control processes.
- Facilitate communication between different departments regarding document-related matters.
- Act as a point of contact for document-related queries and issues.
- Identify opportunities for improving document control processes.
- Collaborate with relevant teams to implement enhancements and ensure continuous improvement.

Sarwar & Company (PVT) LIMITED | 2022 (Mar) - 2023 (Dec)

Administrative Support

- Documented Daily site activities, progress reports, safety logs, and material usage for reporting.
 - Accurately entered and maintained data into the company database, ensuring completeness, correctness, and consistency.
 - Processed and updated records, documents, and files, ensuring that all information was easily accessible.
 - Assisted with basic problems related to hardware and software by myself for general awareness.
 - Verified the data backup is done and the store is a safe, safe-paced environment.
 - Checkups and maintained records in MS Excel as per the Organization's standards.
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SKILLS

- Document Management
 - Microsoft Excel
 - Microsoft Office
 - Aconex
 - Attention to Detail
 - Accuracy
 - Time Management
 - Prioritization
 - Team Collaboration
 - Technical Proficiency
 - Effective Communication
 - EDMS & logs
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PROFESSIONAL DEVELOPMENT

- Passionate about continuous learning and staying ahead in the field of Document Management.
- Available to join with a **week's notice period** for new opportunities.



SARWAR & COMPANY (PVT) LIMITED
ENGINEERS & CONTRACTORS

300 –Rawal Town, Islamabad. Ph: 2840548 – 2840507 Fax: 2840507

TO WHOM IT MAY CONCERN

This is to certify that Mr. Islam Ali Asghar having CNIC # 37102-6399856-7 Working as Document Controller from 10 January 2022 To 30 December 2023.


During his service, we found him honest, loyal, duitful, punctual, hardworking obedient and most efficient in his duties assigned to him from time to time. He always performed his duties honestly and to the entire satisfaction of his superiors.

He bears good moral character. We wish him ever success in his future life and also recommend him for better service both in Pakistan as well as abroad.

This "Certificate" is issued to the individual on his own request and also in lieu of his bet performance of his duty.

Dated: 10-March-2024

Project Manage
M/S Sarwar & Combar
(Pvt) Ltd



Project Manager