

**AHTESHAMUDDIN KHAN(احتشام)**  
(Admin & Document Control Manager)

Contact: -

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## Professional Summary

Highly accomplished and results-driven professional with **18 years of comprehensive experience** in multifarious roles spanning Administration, Human Resources (HR), Document Control, and Procurement. Proven expertise in optimizing operational efficiency, managing end-to-end HR functions, implementing robust document management systems, and driving cost-effective procurement strategies across diverse industries in both **India and the GCC (Saudi Arabia)**. Adept at navigating cross-cultural work environments and ensuring compliance with local labor laws and industry standards.

## Key Skills:-

### Document Control

- A. SAP Ariba, Oracle
- B. Version Control & Revision Tracking
- C. Technical Document Handling (Drawings, RFIs, Submittals)
- D. Transmittals & Document Distribution
- E. Document Numbering & Coding Systems
- F. Filing, Archiving & Retrieval (Digital & Hard Copy)
- G. ISO & Company Standards Compliance
- H. Audit-Ready Documentation
- I. Workflow Monitoring & Status Tracking
- J. Quality Control of Documents
- K. Ensuring Data Accuracy & Integrity
- L. Project Documentation Coordination
- M. Confidential Document Handling
- N. Correspondence Management (Letters, Memos, Emails)
- O. Reporting & Document Logs Preparation
- P. Document Formatting & Template Management
- Q. Microsoft Office (Word, Excel, PowerPoint) Advanced Skills
- R. Communication & Coordination with Engineering/Construction Teams
- S. Time Management & Multi-tasking in Fast-Paced Environments

### Administration

- A. Office Management & Coordination
- B. Scheduling, Meetings & Minutes Writing
- C. Record Keeping & Reporting
- D. Travel and Logistics Arrangements
- E. Asset, Facilities & Inventory Management
- F. Vendor & Service Provider Coordination
- G. Strong Communication & Time Management

### Human Resources

- A. Employee Onboarding & Offboarding
- B. Attendance, Leave & Payroll Support

- C. Recruitment Assistance & CV Screening
- D. Employee Records & HR Documentation
- E. HR Policies, Compliance & Procedures
- F. Training & Development Coordination
- G. Employee Relations & Confidential Handling

## **Procurement**

- A. Purchase Requests (PR), Purchase Orders (PO)
- B. Vendor Sourcing, Evaluation & Negotiation
- C. Market Research & Cost Comparison
- D. Material & Services Procurement
- E. ERP/SAP Procurement Modules
- F. Stock, Inventory & Delivery Tracking
- G. Supplier Coordination & Contract Documentation

## **WORK HISTORY**

### **1-From June 2025 to Present**

**Admin & Documents Control Manager at Shabeel Al-Arabiya Contracting Company(SACC) KSA.**

#### **ACHIEVEMENTS:-**

- A. Secured project 00218-ARAMCO-URMP JAFURAH PHASE-III from SISCO, initiating successful operations.
- B. Acquired Master Gas Expansion Project, package-9 Madina from Albawani Pipeline Company.
- C. Facilitated collaborative contracting for Program-3 Dammam & Khobar with Saudi bin Laden Group.
- D. Negotiated with Naizak Global Engineering System to recover three-year withheld payment.
- E. Revived discussions with Branch of Sinohydro Corporation Ltd., leading to agreements on withheld payments and future collaboration.

#### **CORE RESPONSIBILITIES:-**

- A. Managed Documentation control processes to ensure compliance with organisational standards.
- B. Developed and implemented efficient filing systems to enhance information retrieval.
- C. Coordinated administrative support for project teams to facilitate seamless operations.
- D. Oversaw training programmes for staff on documentation protocols and best practices.
- E. Streamlined communication channels between departments to improve workflow efficiency.
- F. Conducted regular audits of document control systems to maintain data integrity.
- G. Assisted in the preparation of reports and presentations for management review.
- H. Collaborated with cross-functional teams to align administrative processes with strategic goals.
- I. Initiated regular reviews, ensuring adherence to policies and procedures.
- J. Facilitated regulatory compliance by conducting thorough inspections and audits regularly.
- K. Implemented process improvements for enhanced operational effectiveness.
- L. Fostered a culture of transparency in reporting and communication practices.

### **2-From Sep.2023 to June2025**

**Administrative Assist. & Documents Controller at Mabda International General Contracting Est. KSA**

#### **ACHIEVEMENTS:-**

- A. Implemented a Centralized Document Management System
- B. Maintained 100% Compliance during Audits

- C. Enhance workflow Efficiency
- D. Managed High Volume Document Flow
- E. Improved Stakeholders Coordination

**CORE RESPONSIBILITIES:-**

- A. Handled SAP Ariba & Oracle platform registration and workflow updates.
- B. Maintained filing systems (electronic & physical).
- C. Ensured confidentiality and version-controlled documentation.
- D. Managed executive schedules, travel, and meeting coordination.
- E. Prepared reports, presentations and maintained communication flow.

**3-From Feb.2020 to till 20 March-2022**

**HR & ADMIN AND PROCUREMENT SECRETARY at Hussain Saleh Al Mahri General Contracting Est. Dammam Saudi Arabia**

**ACHIEVEMENTS:-**

- A. Reduced Employee Turnover by 20%
- B. Implemented HR Policies & SOPs
- C. Conducted Successful Training and Development Programs
- D. Improved Payroll Accuracy.
- E. Established Efficient office Administration System
- F. Optimized Office Logistics & Support Services
- G. Achieved Strategic Cost Savings
- H. Developed Approved Vendor List
- I. Ensure On time material Delivery
- J. Improved Inventory & Material tracking System

**CORE RESPONSIBILITIES:-**

- A. Attendance/Time Keeping and Payroll & Compensation and Benefit
- B. HRIS
- C. Performance Appraisal
- D. Training & Development
- E. Employee Engagement
- F. Induction and Joining Formalities
- G. Grievances Handling
- H. Administration
- I. Procurement Support

**4-From Aug.2008 to March 2019**

**Sr.HR EXECUTIVE AT DHEER MARKETING INDIA**

**CORE RESPONSIBILITIES:-**

- 1- Manpower Planning & Recruitment    2-Induction and Joining Formalities    3-HRIS (Human resource Information System)  
 4-Performance Appraisal    5-Training & Development    6-Statutory Compliances    7- Personnel Administration

**5-From June 2002-March 2006.**

**HR EXECUTIVE GENERALIST at Brand Eyes Distributers Pvt. Ltd. Co.**

**CORE RESPONSIBILITIES:-**

- 1- Manpower Planning & Recruitment    2-Induction and Joining Formalities    3-HRIS (Human resource Information System)  
 4-Performance Appraisal    5-Training & Development    6-Statutory Compliances    7- Personnel Administration

**EDUCATION:-**

**1- M.B.A HR and Marketing**

College of Management Studies Kanpur affiliated to  
U.P.Technical University, Lucknow.

**2-Graduation Botany, Chemistry**

C.S.J.M.University Kanpur India

**3-Intermediate General Studies**

O.F.I. College Armapur Estate Kanpur India

**5- Matriculation General Studies**

O.F.I. College Armapur Estate Kanpur India

**6-DOEACC 'O' Level Computer  
software Program**

UPTEC Computer Consultancy Ltd.

**LANGUAGE:-**

**HINDI** (Fluent)

**ENGLISH** (Fluent)

**URDU** (Fluent)

**ARABIC** (Beginner)

Date:-

Place: -

(AHTESHAMUDDIN KHAN)