



MIRZA SABA KARIM BAIG

CONTACT DETAILS

Mob: 0539635896

Email: skbaig81@gmail.com

Iqama: Transferable (Immediate)

PASSPORT DETAILS

Passport No: R2455086

Date of Issue: 09.08.2017

Date of Expiry: 08.08.2027

CURRENT LOCATION;

Riyadh, Saudi Arabia

PERMANENT ADDRESS;

Bihar, India

LANGUAGE KNOWN:

English

Hindi

Urdu

DOCUMENT CONTROLLER

OBJECTIVE

Seeking a challenging and growth-oriented career where I can utilize my skill and knowledge with the opportunity for professional growth and excel by contributing towards the achievement of organizational goal with highest quality standard.

PROFESIONAL QUALIFICATION

- **MBA (Master of Business Administration)** from BU. Bhopal University, Bhopal MP INDIA in 2016

EDUCATIONAL QUALIFICATION

- B.COM Graduate from B.N Mandal University, Bihar in 2013
- H.S.C (Intermediate) passed from B.S.E.B Patna Bihar
- S.S.C (Matriculation) passed from B.S.E.B Patna Bihar

COMPUTER SKILL

- MS-OFFICE: - (WORD, OUTLOOK, EXCEL & Power Point)
- ADVANCE EXCEL
- DIPLOMA IN COMPUTER APPLICATION

SKILLS

- ❖ Proven ability to efficiently and precisely solve any problem at hand.
- ❖ Document Management
- ❖ Established capability to follow procedure and guide line

TOTAL EXPERIENCE DETAILS: 07+ year (04+ year Abroad+03-year India)

WORK EXPERIENCE DETAILS IN SAUDI ARABIA:

- ❖ Name of Company : BAWAN AL-MEMAR CONTRACTING (BMCO)
- ❖ Designation : DOCUMENT CONTROLLER
- ❖ Period : 27.07.2025 – 01.12.2025

WORK EXPERIENCE DETAILS IN SAUDI ARABIA: CONSTRUCTION

❖ Name of Company	:	MODERN BUILDING LEADER LTD. (MBL)
❖ Designation	:	DOCUMENT CONTROLLER
❖ Period	:	17.06.2023 – 26.07.2025

WORK EXPERIENCE DETAILS IN QATAR: OIL & GAS

❖ Name of Company	:	AMWAJ
❖ Client Company	:	QATAR GAS OPERATING CO.
❖ Designation	:	DOCUMENT CONTROLLER
❖ Industry	:	OIL & GAS
❖ Period	:	06.01.2019 to 06.01.2021

WORK EXPERIENCE DETAILS IN INDIA

1. Name of Company	:	LAKSMI INFRABUILDING PVT LTD.
Designation	:	DOCUMENT CONTROLLER
Period	:	08.09.2015 to 19.10.2016
2. Name of Company	:	AHLUWALIA CONTRACTS PVT LD
Designation	:	DOCUMENT CONTROLLER
Period	:	15.12.2016 to 28.10.2018

Roles & Responsibility: -

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Generate the various document control reports as required.
- Maintain Work Inspections Request Log sheet.
- Update time to time tracker.
- Prepare MIR Log sheet.
- Prepare Daily Reports Site Work activities, Manpower & Equipment details.
- Maintain and manage all project documentation (drawings, contracts, submittals, RFIs, specifications, inspection reports, etc.).
- Track and monitor document submissions, approvals, and revisions.
- Distribute documents to internal departments, consultants, contractors, and clients.
- Makes sure that controlled copies of latest approved documents and drawings given to the appropriate staff, subcontractors and suppliers as applicable.
- Retrieve files as requested by employees and clients.
- Maintain the flow of documentation within the organization.
- Designed template for documents, file type, and document database.
- Maintain both electronic and hard copy filing systems.
- Controlling the flow of documents in and out of the department.
- Coordinate with project managers, engineers, architects, and subcontractors.
- Regularly update document logs and ensure consistency between hard and soft copies.
- Read and analyze incoming memos, submission and reports to determine their significance and plan their distribution

Others: -

- Handle day-to-day administrative tasks, such as managing the departmental email, organizing files, and maintaining employee databases.
- Maintain and update employee records, including personal information, attendance, and leave balances.
- Prepared Joining letter for new hiring employees & scanning the paper for filling record.
- Arranging the transportation for employee's mobilization.
- Proceed to all employee's Iqama & Qiwa Contract as per the management advise.
- Coordination with Finance department regarding Employee's salary & overtime issues.
- Maintain of employees Vacation & holidays records.
- Coordinate with Camp Boss sometime for collecting the employee's data.
- Collecting the Daily reports form project site and submit to High management team.
- Coordinate with transport department for pickup to new arrival employees from airport.
- Arranging accommodation for new arrival employees with coordination Camp In charge.
- Prepare employment letters, appointment letters, and contracts.
- Collect and verify attendance, overtime, and leave records.
- Manage office HR supplies and stationary logs.
- Provide general administrative support (emails, documentation, filing).
- Monthly combine highlights required to submit FM Focal point
- Prepare & review Al-Sidra monthly time sheet for *Qatar Gas* and submit to FM Supervisor. Approval purposes
- **Vehicle Pass, Gate Pass & EMS Support;**
 - Arrange temporary *visitor pass* for new employees to support daily work activity
 - Prepare the material pass as per request and submit to focal point for approval purposes
 - Prepare vehicle blue pass from portal to get plant access

PERSIONAL INFORMATION

Father Name	:	Mirza Shakil Baig
Date of Birth	:	15.01.1992
Place of Birth	:	Darbhanga
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Islam

Declaration

I do hereby declare that all information's are true, correct to the best of my knowledge and belief,

Date:

Mirza Saba Karim Baig



بوان المعمار للمقاولات
Bawan Al Memar For Contracting

Date: 01st December 2025

شهادة خبرة

Experience Certificate

This is to certify that Mr. MIRZA SABA KARIM BAIG, holding Indian nationality and Saudi Residence Identification No. 2545747335, is employed at Bawan Al Memar Contracting Co. in the position of Document Controller.

He worked with the company from 27 July 2025 up to 01 December 2025. During his tenure, we have found him to be an efficient and hardworking employee.

This certificate has been issued at his request and without any responsibility on the part of the company.

Human Resources Department

قسم الموارد البشرية





EXPERIENCE LETTER

Date: 26 July 2025
Name: **MIRZA SABA KARIM BAIG**
Nationality: **INDIA**
Iqama No: **2545747335**
Passport No: **R2455086**

TO WHOM IT MAY CONCERN

This experience certificate is presented to certify the employment of **MIRZA SABA KARIM BAIG** with **MODERN BUILDING LEADERS** as a **DOCUMENT CONTROLLER** from the date **16 May 2023** to **26 Jul 2025**. During his tenure, Mr. **MIRZA SABA KARIM BAIG** consistently demonstrated exceptional professionalism and skills.

Mr. **MIRZA SABA KARIM BAIG** has consistently exceeded expectations and contributed significantly and he is leaving our organization voluntarily and in good standing.

We wish you continued success in your future endeavors.

Sincerely,

FATIMAH AYEDH M. ALZHRANY
CHIEF EXECUTIVE OFFICER
FATIMA AYEDH MUHAMMAD AL-ZAHRANI EST.



شهادة شكر وتقدير

Certificate of Appreciation

شركة قادة البناء الحديث (MBL)
Modern Building Leaders Co.

Awarded to

Mr. Mirza Sabakarim Baig

Document Controller – MBL Infrastructure Team

In recognition of your diligent service, professional conduct, and meaningful contributions to the MBL Infrastructure Division during your tenure.

Your structured approach to document management, adherence to project protocols, and support in maintaining compliance and traceability across key submissions have positively impacted the efficiency and reliability of project documentation workflows.

As you conclude your journey with MBL, we formally acknowledge your commitment and extend our best wishes for continued growth and success in your future career.

Presented by

Haytham Mahmoud

Infrastructure C.M.

MBL Infrastructure Division

Email, Haya.wahab@MBL.com.sa

Hayawahab@yahoo.com

Date: Saturday, July 12, 2025

Eng. Hisham Ali



Infra P.M.

6th January 2021

Ref.: E.R/24318/2021

Certificate of Employment

This is to certify that **Mr. Mirza Saba Karim Baig**, holder of **INDIAN** passport number **R2455086** is employed by **AMWAJ Catering Services Company** as **Document Controller** from **06 January, 2019** to **06 January, 2021**.

This Certificate is been issued upon his request without any liability to the Company whatsoever.



Faisal Darwish S A Alshebani
HR Manager





Ahluwalia Contracts (India) Limited

ENGINEERING ♦ DESIGNING ♦ CONSTRUCTION

Head Office : M-1, Saket, New Delhi-110 017

Tel. : 40504500 Fax : +91-11-40504558

E-mail : mail@acilnet.com Website : www.acilnet.com

REF: ACL/HR-5498/2018

Date: 28.10.2018

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Mirza Saba Karim Baig** has worked with our company **Ahluwalia Contracts (India) Limited** as a “**Document Controller**”, from 15th December, 2016 to 28th October, 2018.

During the period of his service we found him sincere, honest, punctual, efficient, intelligent and hard working.

To the best of our knowledge and belief, he bears a good moral character.

We wish him to best of his future career for prospect us.

For Ahluwalia Contracts (India) Limited



Authorized Signatory
(Anil Dhar)



LAKSHMI INFRA BUILDCON PRIVATE LIMITED

A-26, Florence Villa, Sushant Lok-III, Golf Course Extension Road, Sector-57, Gurgaon-122002, Haryana, India.
Tel: +91-124-4294462 Fax: +91-124-4018425 • Email: lakshmiinfrabuildconpvtltd@gmail.com

Ref.: LIBPL/HR/3587/16

Date: 19th October, 2016

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Mr. Mirza Saba Karim Baig** was an employee of our organization as a 'Document Controller' from 08th September, 2015 to 19th October, 2016.

He is hard working and excellent performance during the job.

We wish him all the best in his future endeavors.

For Lakshmi Infra Buildcon Private Limited

Authorized Signatory



अनुक्रमांक
Roll No. : 154690024

दनांक
Enrolment No. : R154690930024

बरकतुल्ला विश्वविद्यालय, भोपाल
BARKATULLAH VISHWAVIDYALAYA, BHOPAL



मास्टर ऑफ बिजनेस एडमिनिस्ट्रेशन
Master of Business Administration

यतः

मिर्जा साबाकरीम बैग

(आत्मज/आत्मजा/पत्नी श्री मिर्जा शकील बैग, श्रीमती फिरोजा बेगम)

ने
मास्टर ऑफ बिजनेस एडमिनिस्ट्रेशन (एम.बी.ए.) की उपाधि हेतु निर्धारित
द्विवर्षीय पाठ्यक्रम का अध्ययन नियमित/पूर्व छात्र/छात्रा के रूप
में बंसल विज्ञान एवं प्रौद्योगिकी संस्थान, भोपाल से
किया एवं इन्होंने वित्त प्रबंधन के विशेष अध्ययन के साथ इस
उपाधि की अपेक्षित परीक्षा सन् २०१६ में द्वितीय श्रेणी में उत्तीर्ण की।
अतः इस विश्वविद्यालय द्वारा इन्हें मास्टर ऑफ बिजनेस एडमिनिस्ट्रेशन
(एम.बी.ए.) की उपाधि प्रदान की गई।

Whereas

MIRZA SABAKARIM BAIG

(S/o/D/o/W/o Shri MIRZA SHAKIL BAIG, Smt. FEROZA BEGAM)

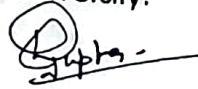
has

undergone studies for two years in the subject
MASTER OF BUSINESS ADMINISTRATION (M.B.A.) as a Regular/Ex-Student
of **BANSAL INST. OF SCIENCE & TECH. BHOPAL** and has
passed the examination for the said degree with specialization in
FINANCE Management held in the
Year 2016 in **SECOND** Division.

Therefore he / she has been admitted to the degree of
MASTER OF BUSINESS ADMINISTRATION (M.B.A.) of this University.


कुलसचिव
Registrar

भोपाल, (म.प्र.) भारत, दिनांक:
Bhopal, (M.P.) India, Date:


कुलपति
Vice-Chancellor

Bhupendra Narayan Mandal University

Madhepura, Bihar - 852 113



This is to certify that **Mirza Sabakarim Baig** of **Purnea College, Purnea** who passed the Examination of **2013** and secured **Second Class in Account** for the degree of **Bachelor of Commerce (Honours)** held in the month of **May, 2013** was admitted to the degree.

Subjects of Examination :

1. Composition R.B. Hindi
2. Subsidiary (i) B.O, ECO
(ii) M.B, P&E.D.I
3. General Environmental Science

प्रमाणित किया जाता है कि **मिर्जा सबाकरीम बैग** को जिन्होंने पूर्णियाँ कॉलेज, पूर्णियाँ से सन् **2013** के **मई** मास में आयोजित **2013** की **बैचलर ऑफ कॉमर्स (प्रतिष्ठा)** की परीक्षा **लेखा** में **द्वितीय** वर्ग से उत्तीर्णता प्राप्त की, **बैचलर ऑफ कॉमर्स (प्रतिष्ठा)** की उपाधि के लिए अधिकृत किया गया।

परीक्षा के अन्य विषय :

1. रचना का विषय **राष्ट्रभाषा हिन्दी**
2. आनुषंगिक विषय (i) **बी.ओ, ईको**
(ii) **एम.बी, पी एण्ड ई.डी.आई**
3. सामान्य पर्यावरण विज्ञान

N. O. Camp

परीक्षा नियंत्रक

Controller of Examination

K. Kumar Pd. S. S. S.

कुलसचिव

Registrar

B. B. B.

कुलपति

VICE-CHANCELLOR





IT DEPARTMENT OF PROFESSIONALS

(A UNIT OF ANANTADRISHTI TRAINING & CONSULTANCY PVT. LTD.)

REGISTERED VTP BY DIRECTORATE GENERAL OF EMPLOYMENT & TRAINING, GOVT. OF INDIA.

www.itdp.co.in

Certificate of Achievement

This is to certify that

MIRZA SABAKARIM BAIG

has successfully completed certification in

ADVANCED EXCEL

from **08/08/2016** *to* **09/09/2016** *and*

obtained **'A'** *Grade in his/ her*

practical knowledge of subject.



Training Co-ordinator

Suki
Center Head

क्रम संख्या
Sl. No. 09SS

0307991

2032679

बिहार विद्यालय परीक्षा समिति

Bihar School Examination Board



प्रमाण-पत्र CERTIFICATE इन्टरमीडिएट परीक्षा, 2009 INTERMEDIATE EXAMINATION, 2009

यह प्रमाणित किया जाता है कि
This is to certify that

MIRZA SABAKARIM BAIG

रौलकोड 6401
Roll Code

अनुक्रमांक 20207
Roll No.

सूची. संख्या 0111/012/02493/06
Enlistment No.

आत्मज/आत्मजा श्री
Son/Daughter of Shri

MIRZA SHAKIL BAIG

राष्ट्रीयता
Nationality

INDIAN

इन्टरमीडिएट
Passed Intermediate

COMMERCE

की परीक्षा 2009
Examination 2009

में PURNEA COLLEGE, PURNEA
from

से FIRST श्रेणी में उत्तीर्ण हुए/हुई।
in Division

परीक्षा के विषय :
Examination Subject :

R. B. NON-HINDI
URDU
ENGLISH
ACCOUNTANCY
ECONOMICS
BUSINESS STUDIES

पटना :
PATNA :
दिनांक :
DATE : 31-12-2009

Anup K. Sinha

सचिव
SECRETARY



Qatargas - South Zone

42 & 43 ACCESS ONLY

1108

NAME: MIRZA SABA KARIM BAIG

COMPANY: AMWAJ CATERING

ISSUE DATE: 10/02/2019

VALID TILL: 06/04/2019



QATARGAS SECURITY

(Security Assistance Call : 44738531/595, Mob.: 55801738)



قطر
QATARGAS

Safety Training Section

Qatargas Safety Passport

Contact: + 974 4473 8208/ SEQTraining@qatargas.com.qa



Name : **Mirza Sabakarim**

Company : **AMWAJ**

Dept/Section :

SAP/ID No : **24318**

Qatar ID No :



4180023581

The World's Premier LNG Company

Emergency: QG North - 4473 7777/ QG South - 4473 8999/ RLIC - 135

NOTIFICATION / सूचना

MISCELLANEOUS SERVICE / विभिन्न सेवाएँ

पिता / कायदा अधिकारी का नाम / Name of Father / Legal Guardian
MIRZA SHAKIL BAIG

माता का नाम / Name of Mother
FEROZA BEGUM

पति या पत्नी का नाम / Name of Spouse

पता / Address
VILL & PO-GARRI

PS- JALEY, DARBHANGA

PIN: 847303, BIHAR, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल नं. / File No.
PA27C4002367217



R2455086

