



Mohammad Irshad Hassan

Document Control Professional | Aconex & EDMS Proficiency

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CAREER HIGHLIGHTS

- **Document Control Expertise:** 9+ years of experience managing project documentation, ensuring compliance with standards, and streamlining workflows for facility management and construction projects.
- **Project Handover & Closeout:** Strong experience in project documentation, handover packages, closeout activities, and final submission processes to ensure smooth project completion.
- **International Exposure:** One year in Germany as part of a Project Management Team, handling administrative, technical, planning, and document control tasks.
- **Planning & Coordination:** Skilled in supporting project planning, scheduling, and progress reporting. Experienced in preparing status updates and presentations for stakeholders and management teams.
- **Strong Academic Background:** Master's in Development Communication with expertise in Document Management Systems, Data Security, Administration, and Project Coordination.
- **Aconex & Correspondence Management:** Aconex Accredited Associate with proven experience managing site correspondences and ensuring smooth information flow among clients, consultants, and subcontractors.
- **Technical Proficiency:** Advanced IT skills, including Microsoft Office, Acrobat Professional, network support, and system troubleshooting to maintain operational efficiency.

WORK EXPERIENCE

Position: Document Control Specialist – Aconex System - 10th July 2024, to Present.

Project: QIDDIYA Workers Accommodation Village, Riyadh Kingdom of Saudi Arabia

Company: Facility Management Company (FMCO)

- Manage and oversee all project documentation for the **Lower Plateau** and **Upper Plateau** of the Qiddiya Workers Accommodation Village, utilizing the **Aconex Document Management System**.
- Prepare and share **daily submittal status reports**, including rejection remarks, with the **Quality Control (QC) Manager** and project team for review and reference.
- Register and maintain records of all incoming and outgoing correspondences, including **Minutes of Meetings (MoMs)**, **drawings**, and **technical submittals**, ensuring proper tracking and distribution.

Current Location:

QIDDIYA, Riyadh, KSA

Education:

AJK Mass Communication Research Center



Master in Development, July, 2015, New Delhi India.

Karim City College



Bachelor of Mass Communication & Video Production in

September 01, 2013, Kolhan University, Jharkhand

Aconex Accredited Associate



<https://mylearn.oracle.com/learning-path/aconex-associate/77697>



**ACREDITED SPECIALIST IN
ADVANCED EXCEL AND
LEADERSHIP SKILLS | 19TH
DECEMBER 2023**

- Maintain a comprehensive **document tracker and register** to monitor the status of all submittals, facilitating efficient communication with the **Project and QC Manager**.
- Receive, log, and distribute technical documents while coordinating administrative activities to ensure smooth document workflow.
- Organize and maintain all records within the **QC Department**, ensuring they are up-to-date and accessible.
- Ensure all project documents are accurately created, signed, and backed up for safe storage, both physically and electronically.
- Perform document control tasks, including **scanning, copying, filing, organizing, and safeguarding** project records.
- Handle document retrieval promptly and efficiently, ensuring quick access to necessary files or data as required.
- Review and edit documents as needed, including verifying signatures, dates, and ensuring compliance with project standards.
- Implement and maintain a consistent and **well-organized filing system**, adhering to **quality procedures** and project requirements.
- Conduct periodic **electronic backups** of all project-related documents to prevent data loss.

Position: Administrative Operations Specialist – 19th Sep 2020, to April 31, 2024,

Company: Bharti Foundation corporate company Ltd.

- Managed the **Admin MPC System** to streamline administrative operations and ensure data accuracy.
- Downloaded and analyzed **exception items** from the MPCS server daily, preparing detailed reports for management review.
- Generated the **Daily Project Status Report (BI 10-01996-03)**, summarizing key updates and submitting it to the management team.
- Reviewed and consolidated **Work Permits** issued by project engineers to contractors before forwarding them to the **Compliance Group**.
- Compiled and submitted the **Daily Manpower Reports** received from contractors to the management.
- Initiated workflows in **SAP** for employee requests, including:
- **Leave approvals** for corporate employees.
- **Contract renewals, vehicle allocations, allowances, and leave processing** for team members.
- Processed **CRM requests** to facilitate VPN access for employees working remotely.
- Coordinated **Visitor Management System (VMS)** entries for contractor employees accessing company facilities.
- Acted as the first point of contact for IT-related issues, reporting them to the **IT Helpdesk**, and assisted with basic troubleshooting such as **system updates and VPN connectivity**.

Position: Document Controller, Administrative Support– 1st Sep 2018 to Oct 12, 2022,

Company: German Youth Hostel Association- Lauterbach im Turingeng: Deutschland

- Managed and organized documentation for hostel operations, including guest records, bookings, and compliance reports.
- Maintained a systematic filing system for both physical and digital documents, ensuring easy retrieval and accessibility.
- Prepared and reviewed daily occupancy reports, summarizing check-ins, check-outs, and reservations for management.

Skills

- CommunicationSkills
- Project Management
- IT Skills
- Teamwork
- Aconex
- Electronic Document Management Systems
- Attention to detail
- Analytical Thinking
- Electronic Document Preparation
- Data Management
- Workflow Management
- Quality Assurance
- Document Distribution
- Log Updating
- Organizational Skills
- Administrative Expert
- Training & Development
- Supervision & Leadership
- Problem-solvingskills
- Troubleshooting
- Information Infrastructure
- Cybersecurity

- Assisted in creating and updating procedural documents, guidelines, and operational manuals.
- Registered and tracked incoming and outgoing correspondences, ensuring proper communication flow between departments.
- Conducted regular audits of documents to ensure accuracy, completeness, and compliance with organizational standards.
- Supported administrative workflows, including updating staff schedules, event planning, and resource allocation.
- Collaborated with the IT department to troubleshoot and resolve issues related to digital document systems and guest management software.
- Generated monthly performance reports for submission to regional offices, highlighting key metrics and recommendations for improvement.
- Safeguarded sensitive documents by implementing proper security protocols and backup systems.

Position: Project Coordinator, Document Management System – 16th Sep 2017 to June 30, 2018,

Company: Prayog Samaj Sevi Sanstha (UNICEF Social Audit Program)

- Coordinated and managed documentation for the UNICEF Social Audit Program, ensuring accurate record-keeping and compliance with program guidelines.
- Maintained a structured filing system for all project-related documents, including reports, correspondences, and audit findings.
- Assisted in preparing and reviewing program documentation, including daily updates, audit reports, and progress summaries for stakeholders.
- Ensured proper registration and tracking of incoming and outgoing correspondences, facilitating effective communication between project teams and external stakeholders.
- Organized and consolidated data from multiple sources to prepare comprehensive reports for submission to UNICEF and program partners.
- Supported the audit team by ensuring timely access to relevant documents, records, and data during field operations.
- Conducted regular checks to verify the completeness and accuracy of all project documents, ensuring compliance with organizational and donor requirements.
- Acted as the liaison between field teams and program management, addressing documentation-related queries and providing updates.
- Implemented measures to safeguard sensitive documents, including secure storage and periodic backups.

Position: Fellow – Education Leadership Program – July 15, 2015 – May 30, 2017

Company: Kaivalya Education Foundation

- Managed and maintained the document control system for the Education Leadership Program, ensuring all program records, reports, and training materials were accurately filed and tracked.
- Oversaw the organization and digital filing of program documentation, including participant records, feedback forms, and performance assessments.
- Coordinated the preparation and distribution of status updates and progress reports for internal stakeholders and external partners, ensuring documents were up-to-date and properly archived.



**CERTIFIED DOCUMENT
CONTROL SPECIALIST |
CERTIFICATE OF EXCELLENCE
| 30TH JUNE 2024**



**COMPLETED 12-HOUR
ONLINE PROJECT PLANNING
AND DOCUMENT
MANAGEMENT TRAINING |
4TH SEPTEMBER 2024**



**CERTIFICATE OF ACHIEVEMENT
IN MICROSOFT OFFICE
SPECIALIST (MOS)
CERTIFICATION: EXCEL, WORD,
AND POWERPOINT | 10TH
AUGUST 2024**

- Supported the documentation of workshops, meetings, and seminars, recording key decisions, action points, and follow-up activities for further reference.
- Ensured that all program-related materials complied with organizational standards for confidentiality and accessibility, implementing secure storage protocols.
- Maintained a centralized document repository, ensuring that all program files were readily accessible for audits, evaluations, and future reference.
- Worked closely with team members to ensure the timely preparation and submission of essential documents, coordinating and tracking progress throughout the program.
- Contributed to the quality assurance of documents, reviewing content for accuracy, completeness, and consistency.



**FOUNDATIONS OF DATA
ANALYTICS - ONLINE
TRAINING BY GLOBAL
LEARNING ACADEMY | 11TH
MARCH 2024**

Certification:

- Public Relations – Town Club (PR), JUSCO, Tata Steel Utilities and Infrastructure Services Limited (**formerly known as JUSCO**), dated 20th September 2012.

Computer Proficiency:

Experienced in using MS-DOS, Windows 95/98, Windows XP, Windows 7, and Windows 10. **Skilled in** MS Word, MS Excel, MS PowerPoint, Notepad, WordPad, and internet applications. **Typing speed of** 40-45 WPM. **Also familiar with** Desktop Publishing (DTP) and Photoshop.

Education:

- | | |
|--|--------------------|
| • Post Graduate degree – Master’s in Development Communication
Central University, New Delhi, Jamia Millia Islamia, [M.C.R.C]. | 2013 - 2015 |
| • Graduation – Mass Communication & Video Production
Kolhan University, Jharkhand, Karim City College. | 2010- 2013 |
| • Higher Secondary – Intermediate with Mathematics
Bihar Secondary Examination Board Patna. | 2008 - 2010 |

DECLARATION:

Hereby declare that all the information I have given is correct and true to the best of my knowledge and belief. I hope you will consider my C.V. and give me a favorable response earlier.

Sincerely,

KINGDOM OF SAUDI ARABIA
MINISTRY OF INTERIOR

هوية مقيم
RESIDENT IDENTITY

المملكة العربية السعودية
وزارة الداخلية
MD IRSHAD HASSAN

مد ارشاد حسن

الرقم ٢٥٨٠١٩٥٨٨٧ نسخة ١

مكان الإصدار الخدمات الالكترونية

الإصدار ١٩٩٣/١٢/٢٠ البلاك ١٤٤٦/٠١/٢٩

المهنة عامل تنظيف مكاتب ومنشآت

الجنسية الهند الديانة الاسلام

صاحب العمل شركة مهن للموارد البشرية مساهمة

مفتحة



2580195887

KINGDOM

MINISTRY OF INTERIOR
DIRECTORATE OF PASSPORT DEPT.

هوية مقيم
RESIDENT IDENTITY

وزارة الداخلية
المديرية العامة للجوازات



يجب إشعار أقرب إدارة جوازات أو مركز شرطة عند فقدانها .

Resident ID Card

This card is issued for legal resident as a proof of identity

Residents Card must be renewed separately before expiration

Residency ID card date of expiration can be checked Through

The MOI portal at

www.moi.gov.sa

بطاقة إثبات هوية للمقيم

تصرف هذه البطاقة للمقيم نظامياً لإثبات الهوية

ويلزم تجديد رخصة الإقامة بشكل مستقل قبل انتهائها

ويمكن معرفة تاريخ انتهاء رخصة الإقامة عبر موقع

وزارة الداخلية .

SN 06004547727250

