

# Nouman Ullah

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## DOCUMENT CONTROLLER CONTRACT ADMINISTRATOR

### NEOM & BECHTEL APPROVED

Results-driven Document Controller with a strong background in managing and optimizing Electronic Document Management Systems (EDMS) for large-scale projects. Expertise in maintaining document accuracy, implementing version control, and ensuring compliance with industry regulations. Highly proficient in [EDMS software] and experienced in training teams on document control procedures. Recognized for improving document management workflow's and enhancing data security, leading to increased efficiency and reduced risks.

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### EDUCATION

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:HSSC From FBISE Islam Abad

:B.A From AWKUM

:LLB From University Of Peshawar

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### AREA OF EXPERTISE

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- ❖ Ms word
- ❖ Ms. Power point
- ❖ Doc sign

- ❖ Aconex
- ❖ IT
- ❖ Machine Learning
- ❖ Outlook

- ❖ Ms. Excel
- ❖ Human Machine Interface
- ❖ MS Office

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### JOB SUMMARY

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- ❖ Excellent problem-solving skills with the ability to perform well and be unfailingly diplomatic in a high pressure, complex environment to deliver innovative solution.
- ❖ Able to work successfully and productively in a team environment or independently and deal with multi-tasks effectively to establish credibility and be decisive.
- ❖ Excellent communication and interpersonal skills with ability to listen effectively, respond appropriately, and maintain mutual comfort level while relating to a diverse workforce.
- ❖ Extensive Microsoft Access Database Design, Report, Form along with Excel, Word Documents and Power Point Presentation Preparing.
- ❖ Overall responsibility for the day-to-day operations of the project, Reporting
- ❖ Periodically to all the stakeholders, establish priorities, work independently, and Team building on-site deployment.
- ❖ High energy levels, ability to multitask, establish priorities, work independent
- ❖ Strong ability to prioritize tasks and manage time effectively to meet deadlines.
- ❖ Expert knowledge of project documentation

## CAREER EXPERIENCE

FROM	TO	POSITIONS PROJECTS	EMPLOYER
March – 2018	December -22	:DOCUMENT CONTROLLER	FWO
April – 2023	November -24	:DOCUMENT CONTROLLER :NEOM PROJECT/ NC1 Police Station (Cilent Neom And Bechtel)	Tamimi Global
October – 2023	January -24	:DOCUMENT CONTROLLER :NEOM PROJECT/ NC1 Ladys Gym	Tamimi Global
January – 2024	Apr-15	:DOCUMENT CONTROLLER :NEOM PROJECT/Construction of Heliport at NEOMCommunity 1 Area (NC1) (Cilent Neom And Bechtel)	Tamimi Global
January – 2025	Present	:DOCUMENT CONTROLLER :Early Works of Alujain PDH/PP/UTOS Plant Project Yanbu 24-EPC-PPUP-002 (Royal Commission Yanbu Client Worley /Alujain)	Tamimi Global

## CAREER EXPERIENCE

**DOCUMENT CONTROLLER, Tamimi Global**

**April 2022 – TILL NOW**

- ❖ Replying to all inquiries Regarding Documentation, Drawings and Transmittals.
- ❖ Ensuring Sequential Numbering System in each and every Outgoing correspondence
- ❖ Ensuring Quality formats being used adequately for Correspondences, Submittals, Transmittals to Clients, Consultants, Sub-contractors and Within Divisions and Departments.
- ❖ Ensuring all Correspondences Regarding Contractual Matters is forwarded to the Respective Managers.
- ❖ Using Oracle Aconex.
- ❖ Coordinate all activities Related to the Document Control Procedure, including technical Documents, Drawings, and Commercial Correspondence.
- ❖ Estimating time scales and costs using specialized design software packages. Checking/ensuring all the Drawings are Matching in hardcopy and softcopy as well.
- ❖ Doc Sign from clients and managers.
- ❖ Using Outlook to keep the management updated and communicated
- ❖ Raising RFI/Technical query and sending Gencorr when required .
- ❖ Submitting Progress Statement/Invoice/IPC,s for review and approval to the client.
- ❖ In depth knowledge of drawings of project .

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## CERTIFICATIONS

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- ❖ Microsoft Office & IT Applications
- ❖ Hardware short course from Institute of computer studies
- ❖ IELTS from British Council With 6 Bands CEFR Level B2
- ❖ Language Cert ESOL Certified C1
- ❖ Oracle University Aconex Associate and Professional Badge Holder
- ❖ NEOM & BECHTEL Approved as Document Controller & Contract Administrator

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## SKILLS

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- ❖ Excellent presentation, oral communication, and written skills
- ❖ Effective negotiation skills
- ❖ Consistency in performance over a longer period
- ❖ Team player with managerial and technical abilities
- ❖ MS Word/Excel/Power point and Foxit Pdf Editor.
- ❖ Result oriented with ability to work under pressure and manage priorities.
- ❖ Committed to high standard in safe environment friendly atmosphere
- ❖ Expertise in using EDMS platforms such as Aconex, Share Point.
- ❖ Ability to manage document versions, ensuring that only the latest approved documents are used, while maintaining a clear history of changes.
- ❖ Ability to read and pick drawing of any discipline when required .
- ❖ Quick and effective resolution of issues related to document control, such as discrepancies in document versions or access problems

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## PERSONAL INFORMATION

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- ❖ Gender: Male
- ❖ Marital Status:Married
- ❖ Nationality:Pakistani