



Muntaz Hussain

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Position

Senior Document Controller

Career Objective

Highly organized and detail-oriented **Document Controller** with proven expertise in establishing, managing, and maintaining efficient hard-copy and electronic filing systems in full compliance with company standards. Extensive experience in **Electronic Document Management Systems (EDMS), supplier document control, electronic workflows, final handover documentation, and technical libraries**, including codes and standards. Skilled in ensuring document accuracy, accessibility, traceability, and compliance across all project phases, with **Expert-level proficiency in Aconex, Oracle, Procure, workflow configuration, and EDMS platforms**.

Professional Summary

14 years of experience as a **Project Document Controller, Senior Document Controller, and QA/QC Document Controller** across **Civil, MEP, Infrastructure, High-Rise Buildings, Digital Art Museum, Tower, 5-Star Hotel, Nursery Plants, and Villa construction projects**. Proven track record in ensuring accurate documentation, regulatory compliance, and efficient workflow management throughout all project phases. Skilled in managing both hard-copy and electronic documents, maintaining EDMS systems, and supporting project execution .

Experience Summary

Company Name	Location	Designation	Period
ALMAJAL ALARABI HOLDING CO	Saudi Arabia, Riyadh	Senior Document Controller	¹⁰ Jan, 2023- Present
SANJOSE CONTRACTING CO	UAE, Abu Dhabi	Document Controller	Mar 2018 to Oct 2022
DELTA EMIRATES CONTRACTING CO	UAE, Dubai	Document Controller	2015 Mar to Dec 2017
KAPIL ENGINEERING&CONSTRUCTION (P) LTD	India, Hyderabad	Senior Document Controller	2012 Mar to Dec 2014
GLOBAL SYSTEM	UAE, Dubai	Document Controller	2006 Dec to July 2011
RUKY CONSTRUCTION (P) LTD	India, Hyderabad	Account Cum Document Controller	2005 Jun to Dec 2005

IT Skills & Document Controller Tools

- **Electronic Document Management Systems (EDMS):** Aconex, ERP, Oracle Primavera (PCM6), Autodesk.
- **Microsoft Office Suite:** Word, Excel, PowerPoint, Publisher
- **Other Tools:** Adobe Acrobat, Basic Networking

Key Skills & Software Proficiency: Document Management & Control: Project documentation, QA/QC document control, workflow management, regulatory compliance

Software & Tools: SharePoint, Aconex, Procure, AutoCAD (Foundation), Tally ERP 9, Wings

Other Skills: Electronic filing systems (EDMS), supplier document control, final handover documentation, technical libraries, codes & standards

Education Qualifications

- Bachelor's Degree in Office Management and Economics**
Kakatiya University, Andhra Pradesh, India
- Post-Graduate Diploma in Computer Applications (PGDCA)**
SofTech Computer, Andhra Pradesh, India

1) Job Profile: Document Controller for Construction Projects.

- Document Control**, ensuring effective coordination, compliance, and smooth document workflow across project phases.
- Utilize **Aconex Document Management System** to manage, track, and monitor project documentation efficiently.
- Implement and maintain a comprehensive **Document Control System**, ensuring accurate record-keeping, traceability, and efficient retrieval of all project-related documents.
- Supervise the **Engineering Document Control (DC) team** in uploading shop drawings, ensuring accuracy, completeness, and compliance with approved standards.
- Prepare and maintain **overdue drawings reports** for the Engineering Manager, facilitating timely consultant follow-ups and approvals.
- Oversee the submission and management of **Planning Documents** (Daily Reports, Weekly Progress Reports, Weekly Photos, P6 Reports, Monthly Progress Reports) and **QA/QC Documents** (WIR, MIR, SOR, NCR, Test Reports, ITPs, Method Statements, Material Approval Requests, ITP PQRs), ensuring accuracy, completeness, and timely approvals.
- Manage the submission of **Safety Reports, Site Walk Reports, and Sustainability Reports**, ensuring timely distribution, proper logging, and up-to-date records.
- Manage the submission of **ATP, LAAR, and WARR** documents, coordinating with the PMC Logistics Team to monitor, track, and update the status of all submissions.
- Handle the submission and logging of **letters, general correspondence, and minutes of meetings**, maintaining up-to-date daily communication logs for accurate tracking and reference.
- Ensure all **controlled quality documents** are current, accurate, and easily accessible to support the **Quality Management System (QMS)** and ensure smooth project operations.
- Coordinate all **document control activities** related to **RFIs, technical drawings, commercial correspondence, and contractual documentation**, ensuring clarity, compliance, and proper record management.
- Enforce standardized formats for correspondences, submittals, and transmittals across clients, consultants, subcontractors, and departments to maintain professionalism and consistency.
- Maintain comprehensive records of all approved documents and drawings, tracking distribution and ensuring availability to relevant stakeholders.

- Facilitate coordination between **consultants, contractors, and project teams** to ensure timely document submission, closure, and efficient workflow management.
- Maintain **registers and logs** for all incoming and outgoing documentation, ensuring accurate recordkeeping, traceability, and secure storage.
- Handle **confidential documents** such as tenders, variations, payment applications, and certificates with discretion, accuracy, and strict adherence to company protocols.
- Manage the **submission and receipt of transmittals and technical documents** from contractors and clients, ensuring timely registration, tracking, and proper documentation.
- Maintain and update records for **Design, Structural, MEP, Redline Markups, and As-Built Drawings**, ensuring all logs are accurate and regularly updated.
- Control and monitor all **incoming and outgoing project documents**, ensuring proper distribution to relevant stakeholders and maintaining accurate records.
- Track **queries and outstanding information requests (RFI)**, providing engineers with updates on status and required actions to ensure timely resolution.
- Support the **commissioning team** in preparing, submitting, and tracking **commissioning procedures and approvals** to ensure timely completion and compliance.
- Maintain and follow up on **subcontractor documents**, ensuring timely review, approval, and compliance with project requirements.
- Provide regular reports to the **Project Manager / Project Director** on the status of project documentation, submissions, and approvals to support informed decision-making.
- Prepare and submit **Operation & Maintenance (O&M) Manuals, Pre-Commissioning / Commissioning Method Statements**, and related documentation in compliance with client formats and project requirements.
- Develop and submit **Pre-Commissioning and Commissioning Checklists**, and coordinate **vendor training presentations** and **end-user training sessions** to ensure proper project handover and operational readiness.
- Collaborate with **Project Managers, QA/QC Managers, and Engineering Staff** to ensure record accuracy, successful documentation closeout, and smooth project handover.
- Prepare and organize **handover dossiers** in accordance with **client and project requirements**, ensuring completeness, accuracy, and compliance for smooth project handover.

Project Experience

1) Group Al Majal Al Arabi

Location: Saudi Arabia

Project: Jabal Al Qrayn Cultural District Basement Carpark, Phase 2, 28 Buildings & Digital Art Museum.

Consultant: Arcadis, Soliman Abdullah El Khereiji & PMC-EllisDon

Client: Diriyah Company

2) Group Sanjose Contracting Co

Location: Abu Dhabi, UAE

Project: 5* Hotel - Resort Hilton Abu Dhabi Yas Island And Leisure Areas & Al Ain Hospital

Consultant: WSP , Faust Design Gmbh Consulting Engineer

Client: MIRAL

3)Delta Emirates Contracting Co

Location: Dubai, UAE

Duration: March 2015 – December 2017

Project: Olgana Tower (2b+G+3p+38+Roof)

Consultant: Al Turath Consulting Engineering

Client: Al Bayar Real Estate Development

4) Kapil Engineering&Construction (P) Ltd

Location: Hyderabad, India

Position: Sr. Document Controller

Duration: March 2012 – December 2014

Project: Kapil Business Park

5)Global System

Location: Dubai, UAE

Position: Document Controller

Duration: Dec 2006 – July 2011

Achievements & Awards

Successfully achieved project milestones by leading and coordinating with the team, ensuring proper planning and meticulous organization of project documents.

Certification

1. University Graduate Certificate Attested
2. PGDCA (Post Graduate Diploma in Computer Applications) – Government of Andhra Pradesh, India
3. Aconex
4. Document Controller
5. Tally ERP 9 Certification – Government of Andhra Pradesh, India
- 6.AutoCAD Foundation – Recognized by the Central Government of India

Personal Information

- Nationality:** Indian
- Gender:** Male
- Marital Status:** Married
- Languages Known:** English, Urdu, Hindi, Telugu, Basic Arabic & Tamil.

Declaration I declare that the above particulars are correct to the best of my knowledge and belief.