

MOHAMMED ALTAF ALI

Document controller

CAREER OBJECTIVE

My desire is to work with a company that provides open work environment, uses latest technology, empowered with technically qualified and skilled people, offers excellent growth opportunities and remuneration matches the best in the industry.

PROFESSIONAL SUMMARY:

Dedicated and detail-oriented Document Controller with over 4 years of experience supporting large-scale infrastructure and industrial projects in Saudi Arabia and India. Proficient in document control systems including Aconex and EDMS, with a proven ability to manage documentation workflows, maintain data accuracy, and support project delivery. Strong interpersonal and organizational skills with a positive attitude and adaptability to dynamic work environments.

WORK EXPERIENCE

ANM Consortium / Client: RCRC — Document Controller

Project: Riyadh Metro Line-3, Station 3E2

Sep 20, 2024 – Present

- **Responsible for maintaining & controlling the issue of project technical documents as per the Document Control Procedure on Aconex.**
- **Prepared and submitted TWR (Testing Witness Reports) for approval to RMTC.**
- **Conducted weekly progress meetings and shared updates with clients, PMC, and contractors.**
- **Developed and maintained logs, transmittals, and shop drawing records.**

Al Ohdah / Client: AL-FANAR — Document Controller

Project: Neom Residential Community NRC-17 Shigri KSA

August 15- 2024 to 15-September-2024

Key Responsibilities:

- Responsible for maintaining & controlling the issue of project technical documents as per the Document Control Procedure on Aconex.
- Participated in weekly Document Control (DC) meetings with PMC, consultants, and contractors to share progress and resolve coordination issues.
- Managed the Electronic Document Management System (EDMS) by scanning, cataloging, archiving, and maintaining up-to-date digital records.



Contact

- mdaltafali0@gmail.com
- +966 555 271 809
- Saudi Arabia
- Nationality: Indian Hyderabad
- Gender : Male
- Marital status : single
- Languages known : English, Hindi, Urdu, Telugu, Arabic
-
- IQAMA DETAILS:
- Iqama Status : Transferable
- Date of issue : 03/02/2024
- Date if expiry : 09/04/2026



Education

- **Osmania University**
- *B.com (Bachelor of Commerce)*
- Completed in 2014

Skill

- Aconex
- MS-Word, Excel, PowerPoint, Access
- Outlook, PDF Editor
- D C H E (Diploma in Computer Hardware Engineering,)
- Installation of Software's. Windows
- C C N A (Cisco certified Network Associate)
- Type Writing (Lower), shorthand practice.
- Tally, ERP
- Focus, Peachtree, Tata Ex

STRENGTHS:

- Strong leadership and interpersonal skills
- Quick learner and adaptive to new environments
- Positive attitude, team player, and proactive problem solver
- High level of responsibility and initiative

- Approvals, Weekly Progress report of Transmittals
 - On Aconex: Preparing & Issuing the transmittals for Inspection Reports (IR/MIR), Technical Submittals (Material, Method Statements, Inspection Test Plans, Pre-qualifications)
 - Created and transmitted Testing & Commissioning Reports following established workflows.
 - Implemented document/data management solutions focusing on compliance, security, and accessibility.
 - Verified retention requirements and facilitated document closeout activities including packaging, cataloging, and long-term storage or destruction per client guidelines.
 - Supervised a team of document controllers to ensure timely and accurate submission of technical and commercial documents.
 - Utilized Microsoft Office Suite (Excel, Word, PowerPoint) for reporting, data entry, and project communication.
 - Ensured data accuracy and validation by reconciling field reports with the master database.
 - Generated reports through spreadsheets after data cleaning and classification, ensuring management received timely and accurate information.
 - Prepared and uploaded documents for internal and external submissions, maintaining consistent document version control and tracking.
 - Facilitated document approvals by expediting signatures and releases across stakeholders.
-

**Alqarn Aljadid EST. New Century Factory – Dammam
Document Controller Cum Administrative Secretary
February 10- 2024- August 10-2024**

Key Responsibilities:

- Maintain and update filing systems (both electronic and paper-based).
 - Prepare and process documents such as letters, memos, invoices, and reports.
 - Perform data entry and keep records accurate and up to date.
 - Assist in scheduling meetings, appointments, and travel arrangements.
 - Handle incoming calls, emails, and other correspondence.
 - Monitor and manage office supplies, stationery, and equipment.
 - Support HR functions like attendance records and onboarding (if required).
 - Assist in financial and administrative tasks such as petty cash handling.
 - Employee Iqama Update Status Checking.
 - Efficiently processed and maintained a wide range of commercial and procurement documentation— including quotations, proforma invoices, purchase orders, technical data sheets, Letters of Credit (LC), client/staff vacation forms, and invoice submissions via Ariba Portal—ensuring accuracy, compliance with company policies, and timely submission to support uninterrupted business operations.
-

**ALS Construction Company Nizamabad (India ,Telangana)
Document Controller
January 2021 To November 2023**

Key Responsibilities:

- Managed and controlled all project-related documentation, including drawings, RFIs, transmittals, contracts, and correspondence.
- Registered and updated documents in Aconex ensuring correct version control and easy retrieval.
- Distributed project documentation to consultants, contractors, and engineers in line with distribution matrices.
- Maintained and updated submission/approval logs to track project progress and approvals.
- Prepared daily, weekly, and monthly document status reports for project managers.
- Ensured compliance with company and client document control procedures,

- Assisted in handling documentation for civil, MEP, and finishing works.
 - Processed submittals, inspection requests, and procurement documents.
 - Coordinated with consultants and contractors for timely document approvals.
 - Managed scanning, filing, and archiving of technical documents.
 - Prepared correspondence and reports to support site engineers and project managers
-

**Classic Hospitality Services. Doha-Qatar - ACCOUNTANT
June 2017 to August 2018**

**Sultan Shopping Mall Nizamabad. (TELANGANA) ACCOUNTANT
Manual Accounting, Billing, Daily Accounting, Cash & Bank Work.)
January 2014 To June 2017.**

- Prepared and maintained financial statements, balance sheets, profit & loss accounts, and cash flow reports, ensuring accuracy and compliance with accounting standards.
- Recorded day-to-day business transactions using Peachtree software and maintained complete accounting records.
- Managed accounts receivable/payable, processed invoices, and reconciled monthly bank and credit card statements.
- Handled debtors/creditors reconciliation and ledger management to ensure up-to-date financial data.
- Coordinated with suppliers for timely payments, verifying vouchers, cheques, and purchase orders.
- Maintained proper invoice filing systems, ensuring completeness and compliance with audit requirements.
- Monitored and controlled petty cash expenses, ensuring proper approvals and smooth branch operations.
- Processed utility bills, landlord service charges, and employee reimbursements, ensuring timely payments.
- Prepared and reconciled monthly owner statements and ensured deductions of landlord expenses.
- Managed payroll processing, including salary calculations and booking of employee benefits/expenses.
- Assisted in the preparation of tax returns (GST, VAT,) and ensured timely compliance.
- Supported internal and external audits by providing accurate reports and documentation.
- Maintained overall bookkeeping, including petty cash, expense reports, and bank transactions.
- Reported directly to the Accounts Manager by preparing monthly MIS and financial statements to aid management decisions.



OU 513075

Osmania University



Faculty of Commerce

Roll No. 502009402046



This is to certify that Mohammed Allaf Ali
son / daughter of Mohammed Gouse
has been admitted to the degree of

Bachelor Of Commerce

Computers

(Medium: English)

of this University, having been declared to have passed in,

Part - I

Year

Division

English

Second Language (Hindi)

Apr-2013

Second

Part - II (Optionals):

1. Cost Accounting

Nov-2013

Second

2. Man. Accl. Control

Indian Heritage & Culture

Apr-2012

Environmental Studies

Science & Civilization

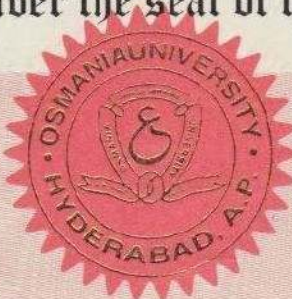
Given under the seal of the University



BC021500179

Hyderabad

Dated 06 Feb, 2015



O. Khan
Vice-Chancellor

ATTESTED



A.B. NARSING RAO
B.Sc., LL.B.
ADVOCATE & NOTARY
H. No: 1-7-631/2/E, Gemini Colony
Ramnagar, Musheerabad,
Hyd-48, T.S. India

ENTRY No: 2375
DATE: 9/4/15

9 APR 2015



"AUTHENTICATED"

(Signature)

(N. SHANKAR)

Joint Secretary to Govt. (General)
General Administration Dept.,
Telangana State Secretariat,
Hyderabad-India

Dated..... 13-04-2015

C. No..... 5669 /NRI/2015

Degree Prepared, Verified & Compared by

Prepared by	Section Incharge	Controller of Examinations
<i>(Signature)</i>	<i>(Signature)</i>	<i>(Signature)</i> 10/4/15

112049

सं. दि.क्र.
No. Date
राज्य सरकार के सचिव/अवर सचिव/उप सचिव/अवर सचिव/सहायक सचिव/अनुभाग अधिकारी के हस्ताक्षर सत्यापित किए जाते हैं
The Signature of Secretary/Additional Secretary/Deputy Secretary/Under Secretary/Asstt. Secretary/Section Officer of State Government Attested

22 APR 2015



(Signature)
(पुष्पा रंजन)
PUSHPA RANJAN
अनुभाग अधिकारी (सत्यापन)
Section Officer (Attestation)
सी.पी.डी. प्रभाग/C.P.V. Division
विदेश मंत्रालय, नई दिल्ली
Ministry of External Affairs
New Delhi

B.M

MEA copy



OSMANIA UNIVERSITY

CONSOLIDATED MARKS MEMORANDUM

UE 583546

EXAMINATOR: B. Com. (Computers)(YWS) OCT./NOV. 2013

REF. NO. : 5137

DATE : 12/12/2013

NAME : MOHAMMED ALTAF ALI
FATHER'S NAME : MOHAMMED GOUSE

ROLL NO. : 5020-09-402046

MEDIUM : ENGLISH

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR : ENGLISH 1	100	36	55	S10
HINDI I (SEC. LANG)	100	36	81	A10
SECOND YEAR : ENGLISH 2	100	36	50	S11
HINDI II (SEC. LANG)	100	36	45	A13



TOTAL MARKS SECURED IN PART I
IN FIGURES : 231
IN WORDS :

** TWO THREE ONE **
PART I DIV : SECOND

PART II SUBJECTS	THEORY MARKS				PRACTICAL MARKS			
	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR :								
BUSINESS ECONOMICS	100	36	47	S11	==	==	==	===
BUS. ORG. AND MGMT.	70	25	30	S10	30	11	20	A10
FIN. ACCOUNTING	70	25	34	S13	30	11	23	A10
FUNDAMENTAL OF I. T.	70	25	29	A10	30	11	18	A10
FUNDAMENTALS OF C	70	25	25	S11	30	11	28	A10
*IND. H. CULTURE	50	18	34	A10	==	==	==	===
SECOND YEAR:								
ADVANCED ACCOUNTING	70	25	25	S11	30	11	24	A11
BUSINESS STATISTICS	70	25	25	S13	30	11	25	A11
FIN. SERVICES-B&INSUR.	70	25	34	S11	30	11	26	A11
TAXATION	70	25	27	A13	30	11	22	A11
R. D. B. M. SYSTEMS	70	25	25	A11	30	11	18	A11
*ENVI. STUDIES	100	36	80	A11	==	==	==	===
THIRD YEAR :								
WEB PROGRAMMING	70	25	29	S12	30	11	25	A12
E. COMMERCE	70	25	32	S12	30	11	25	A12
CORPORATE ACCT.	70	25	25	A12	30	11	28	A12
BUSINESS LAW	70	25	30	A12	30	11	25	A12
AUDITING	70	25	30	A12	30	11	26	A12
COST ACCOUNTING	70	25	28	A12	30	11	27	A12
MAN. ACCT. & CONTROL	70	25	27	A12	30	11	20	A12
*SCI. AND CIVI.	50	18	42	A12	==	==	==	===

TOTAL MARKS SECURED IN PART II } IN FIGURES : 882
IN WORDS : ** EIGHT EIGHT TWO ** PART II DIV SECOND

* INDIAN HERITAGE & CULTURE AND SCIENCE AND CIVILISATION MARKS ARE NOT INCLUDED IN THE PART II AGGREGATE AND DIVISION.

HYDERABAD, A.P.

E. B. ...
REGISTRAR

Sl. No. **H205256**

13/13122/H205256



Board of Intermediate Education, A. P.

Vidya Bhavan, Nampally, Hyderabad - 500 001



INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **MOHAMMED ALTAF ALI** son
of **MOHAMMED GOUSE** bearing
Registered No. **0813220660** has appeared at the Intermediate Public
Examination held in **MARCH-2008** and passed in **C GRADE**
with **TELUGU** as the Medium of Instruction.

The subjects in which **he** was examined and the marks awarded are as follows :

Subject	I Year		II Year	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
Part - 1 : ENGLISH	100	066	100	060
Part - 2 : HINDI	100	068	100	072
Part - 3 : Optional Subjects				
ECONOMICS	100	041	100	045
COMMERCE	100	059	100	074
CIVICS	100	035	100	056
ENVIRONMENTAL EDUCATION	Q U A L I F I E D			
Total Marks In Figures	576 → 576			
In words	*FIVE **SEVEN***SIX *			
Date	28-04-2008			

[Signature]
PRINCIPAL
Panch Sree Junior College
NIRMAL

[Signature]
Nijayalshmi
Controller of Examinations

NOTE: ELIGIBILITY RULES ARE OVERLEAF * INDICATES MARKS OBTAINED AT AN EARLIER EXAMINATION

0813220660

**BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH**

EE 422347



SECONDARY SCHOOL CERTIFICATE


REGULAR

PC/29/28061/422347/5


CERTIFIED THAT **MOHAMMED ALTAF ALI**
S/O **MOHAMMED GOUSE** bearing Roll No **0853145**
belongs to **Z P H S, SRIRAMSAGAR PROJECT, POCHAMPAD**
has appeared and PASSED at the SSC EXAMINATION held in MARCH 2006 in **FIRST**
Division with **TELUGU** as the medium of instruction.

DATE OF BIRTH	05/06/1989	DAY	MONTH	YEAR
		ZERO FIVE	JUNE	ONE NINE EIGHT NINE

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (TELUGU)	58	FIVE EIGHT
THIRD LANGUAGE : ENGLISH	54	FIVE FOUR
MATHEMATICS :	83	EIGHT THREE
GENERAL SCIENCE :	70	SEVEN ZERO
SOCIAL STUDIES :	80	EIGHT ZERO
TOTAL :	345	THREE FOUR FIVE
SECOND LANGUAGE : (HINDI)	50	FIVE ZERO
GRAND TOTAL : 	395	THREE NINE FIVE
Life Skills Education : GRADE SECURED :	A	
Marks of Identification :	1. A MOLE ON THE LEFT CHEEK 2. A MOLE ON THE LEFT HAND POINTED FINGER	

Head of Institution
with School Stamp
Date of issue : 04-05-2006


 SECRETARY
 BOARD OF SECONDARY EDUCATION
 A P, HYDERABAD

1. Life skills Education :The Grade shall be incorporated by the respective Head of the Institution before delivery of the certificate to the candidates.
 2. Any corrections in the certificate will not be entertained after one year from the date of issue.

**ALQARN ALJADID EST
NEW CENTURY FACTORY**

C.R.: 2050032453
Tel.: 013 8186620 - 013 8223816
P.O. Box: 30787 - Al-Khobar: 31952
Kingdom of Saudi Arabia
VAT # 300042798700003



N. C. F.
Dammam - Riyadh - Egypt

مصنع القرن الجديد للتصنيع

س.ت: 2050032453
تلفون: 013 8223816 - 013 8186620
ص.ب: 30787 - الخبر: 31952
المملكة العربية السعودية
الرقم الضريبي: 300042798700003
E-mail: info@ncfsa.net - Website: www.ncfsa.net

Date:-10-08-2024

To Whom It May Concern

Experience Certificate

**This is to certify that Mr.Mohammed Altaf Ali is working in
ALQarn ALJadid Est (New Century Factory) as a Document
controller cum Administrative secretary from the period of 10-
02-2024 to 10-08-2024**

We found him hardwiring & professional and honest.

We wish him good luck for his future

Management

ALQarn ALJadid Est (NCF)

Mr.Umair Ahmed



Handwritten signature and date: 10/8/2024

Sultan Extension

Exclusive for Readymade Garments

Gandhi Chowk, Nizamabad. Phone : 23670

Date: 15/02/2017

Cell:

EXPERIENCE CERTIFICATE

This is to certify that Mr. Mohammed Altaf ali S/O. Mohammed Gouse R/o. Nizamabad, has working as an "ACCOUNTANT" from January 2014 to Till date.

During this period we found him good at work. He has an Honest Nature, Good communication skills and efficient in performing his Duties.

During his tenure of service, he was obedient and his character Was good.

Signature

Sultan's
EXTENSION
GANDHI CHOWK, NIZAMABAD-503 001.

GNITT

COMPUTER EDUCATION

Regd. By Govt. of A.P. (Regd. No. 3181)



No.

2	0	2	6	9
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Diploma

This is to certify that MOHAMMED ALTAF ALI

S/o. D/o. W/o. MOHAMMED GOUSE

has successfully Completed the Course **MS- OFFICE**

of this Institution during the period 03-12-2014 to 13-01-2015

He / She having passed the examination on 16-01-2015

in FIRST division, given under the seal of the Institute.

Place : **HYDERABAD**

Date: **18-01-2015**

Co-ordinator



Director



(Regd. No. 295)

Alhaf Creative Computers

Managed by : Allama Iqbal Education Youth & Welfare Society, Nirmal

(Regd. by Govt. of A.P. - India)

M.S. Tower, Opp: Bus Depot, **NIRMAL** - 504 106,

Dist. Adilabad (A.P)

Diploma Certificate



Sl.No. 574

This is to certify that Mr. / Mrs. Md. Altaf Ali

No, Do, Wo. Md. Goose has been admitted to the

D.C.H.E in our Academy and passed the Examination

Held in September 2012 in first Division.

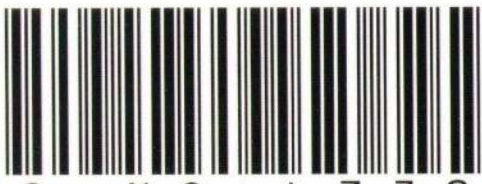
Issued on : October - 2012

Nirmal - A.P - India.

Alamy
Creative Educational Academy
Br. Manager-NIRMAL
Branch Manager



Director

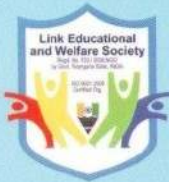


S . N O . L 3 7 0



ISO 9001:2008
Certified Institute from BSI, U.K

Link Educational And Welfare Society
Regd.No. 533 / 2008, NGO By
GOVT. OF TELANGANA STATE



Institute of computers
an IT solutions



Certificate of Excellence



This is certify that Mr./ Miss MOHAMMED ALTAF ALI
Son / Daughter of MOHAMMED GOUSE
has successfully completed the CCNA
course from 19-11-2015 to 19-01-2016
He / She has passed the Examination and was placed in FIRST Division
held at Link computers Nizamabad.

Course co-ordinator



Director

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Trademark, Copyright and Trade Merchandise Marks Act (Govt of India)

ASSOCIATED With ALMA Pvt. Ltd.

Facebook Twitter
Mob. +91 9849074389
Email : linkcomputers1@yahoo.com
www.linkcomputers.org

INSTITUTE OF COMPUTER ACCOUNTANTS



Certificate

We the undersigned award this certificate to

Mr. Mrs/ Ms. Mohammed Altaf Ali

S/o. / D/o. / W/o. Mohammed Gouse

on Successful completion of Tally Focus Ex..NGN,
Peachtree and Manual Accounts.

from 10.02.2013 to 10.08.2013

at Nizamabad

During the period he / she attended the course regularly and keenly participated in the activities of the course including practicals.



He / She has obtained the Grade [✓]A / B / C




Director
VS Computers

Resident ID

هوية مقيم
رقم النسخة ١

المملكة العربية السعودية
وزارة الداخلية

محمد الطاف علي
MOHAMMED ALTAF ALI

رقم الهوية: ٢٥٦٥٩٤١٠٤٠ تاريخ الانتهاء: ٢٠٢٦/٠٤/٠٩
تاريخ الميلاد: ١٩٨٩/٠٦/٠٥ مكان الميلاد: الهند
الجنسية: الهند الديانة: الاسلام
المهنة: عامل انشاءات
هوية صاحب العمل: ٧٠٣٥٩٢٤٣٨٥
مكان الإصدار: موقع بوابة الوزارة الألكترونية
مكان العمل: منطقة الرياض
اسم صاحب العمل: مؤسسة المها عقلاء صباح العنزي للمقاولات العامة

يجب التحقق
من الرمز السريع
قبل اعتماد
التعامل مع الهوية





वीज़ा / VISA

34

INDIAN
PASSPORT



W9707857

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

MOHAMMED GOUSE

माता का नाम / Name of Mother

JAFFAR JAHAN

पति या पत्नी का नाम / Name of Spouse

पता / Address

9-20-1923/2/1

AUTO NAGAR, NIZAMABAD

PIN: 503001, TELANGANA, INDIA

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

K5499871 12/12/2012 HYDERABAD

फाइल न. / File No.

HY4074908844522

INDIAN
PASSPORT