

# KHURAM SADDIQUE

## Document Controller

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## PROFESSIONAL SUMMARY

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Experienced Document Controller with over 5+ years of proven expertise in managing and controlling project documentation for large-scale construction projects, including NEOM and QIDDIYA developments. Highly proficient in Aconex, handling ASB submissions, WIRs, MIRs, and full lifecycle document control processes. Experienced in managing comprehensive safety documentation such as risk assessments, work permits, inspection reports, method statements, and training records. Strong background in supporting QCDC requirements and administrative functions, ensuring strict compliance with project standards, client requirements, and regulatory guidelines. Recognized for exceptional attention to detail, strong organizational and coordination skills, and the ability to streamline document workflows to ensure timely approvals and smooth project execution.

## WORK EXPERIENCE

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### Document Controller

#### Tamimi PEB, Qiddiya Worker Village Project

03-Jul-24 - Present



#### Duties & Responsibilities:

- Managing and controlling all QC documentation, including WIRs, MIRs, and ASB submissions through Aconex.
- Preparing, submitting, and tracking inspection requests to ensure compliance with project quality standards.
- Maintaining accurate logs, registers, and revision histories of QC documents.
- Coordinating with QA/QC engineers and consultants for timely approvals and inspections.
- Ensuring all QC documents are properly filed, updated, and readily available for audits and project handover.
- Supporting QA/QC teams by streamlining documentation workflows and minimizing delays in inspection processes.

### Document Controller

#### Tamimi PEB – NEOM Alfanar Project

20-Feb-23 - 30-Jun-25



### Duties & Responsibilities:

- Managing and controlling all safety-related documentation including permits, inspection reports, risk assessments, and training records.
- Preparing, submitting, and tracking safety documents to ensure compliance with project HSE standards and regulatory requirements.
- Developing and maintaining safety signage and awareness materials across the site to promote a safe work environment.
- Supporting the HSE team in incident reporting, safety audits, and inspections by providing accurate and updated documentation.
- Ensuring safety files are properly organized, updated, and readily available for internal reviews and external audits.
- Coordinating with project teams to streamline safety workflows and maintain a proactive safety culture.

### **Assistant Document Controller**

#### **Tamimi PEB Factory**

26-Nov-22 - 18-Feb-24



### Duties & Responsibilities:

- Assisted in managing project and factory documentation, ensuring proper filing, control, and distribution.
- Handled **administrative tasks** including staff records, correspondence, and daily office support.
- Maintained **production team attendance, time sheets, and daily work logs** to support payroll and HR functions.
- Coordinated with the production team for smooth workflow documentation and reporting.
- Supported document submissions, revisions, and tracking under supervision of senior document controllers.
- Ensured accurate record-keeping and timely availability of documents for audits and management reviews.

### **Junior Document Controller**

#### **Megatech – Karachi, Pakistan**

06-Mar-21 - 12-Jul-22



### Duties & Responsibilities:

- Maintained accurate records of **materials, inventory, and project documentation** to support smooth operations.

- Prepared and updated **logs, registers, and reports** for material issuance and stock movement.
- Handled **company records**, including registering new suppliers and clients in documentation systems.
- Prepared and processed **delivery notes, invoices, and related documents** for material dispatch and receipt.
- Ensured all records were properly filed, updated, and readily available for audits and management reviews.
- Assisted in general office administration and correspondence to support day-to-day operations.

## EDUCATION

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### Intermediate in Computer Science (ICS)

Board of Intermediate and Secondary Education  
(BISE), Mirpur

Nishter Inter College, Jandala – Poonch, AJK 2020

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### Matriculation (Science)

Board of Intermediate and Secondary Education  
(BISE), Mirpur

Learners Leading Public School, Jandala – Poonch,  
AJK 2018

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## SKILLS

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### Key Skills:

#### Document & Records Management:

- Project document control, filing, and version tracking
- Safety and QC document management
- Maintaining material, inventory, and administrative records

#### Software & Tools:

- **Aconex** (ASB, WIR, MIR submissions, document workflow, revision control)
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Basic **AutoCAD** for drawings and documentation
- Document management systems and registers

#### Safety & Compliance:

- Handling safety permits, risk assessments, inspection reports, and training records
- Ensuring compliance with HSE standards and project requirements
- Safety signage and welfare documentation

#### Administration & Coordination:

- Supporting QA/QC, production, and administrative teams
- Preparing reports, logs, delivery notes, and MALs (Material Handling Logs)

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- Coordinating workflow for timely approvals and documentation

**Soft Skills:**

- Strong attention to detail and organizational skills
- Excellent communication and team coordination
- Problem-solving and proactive workflow management

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**CERTIFICATION**

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- NEBOSH IGC (International General Certificate in Occupational Health & Safety)
- First Aid & Fire Safety Certification
- Aconex Oracle University

**LANGUAGES**

- **English** (Fluent)
- **Urdu** (Native)
- **Arabic** (Moderate)

**Personal Details**

- **Father's Name:** Muhammad Saddique Khan
- **Date of Birth:** 13-02-2000
- **Religion:** Islam
- **Marital Status:** Unmarried
- **Nationality:** Pakistani
- **Visa Status:** Transferable
- **Iqama Number:** 2536378249

**DECLARATION**

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

**(Khuram Saddique)**