

Muhammad Shoab

Senior Document Controller | EDMS / DMS Specialist

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PROFILE SUMMARY

Experienced Senior Supervisor EDMS/DMS and documentation with over 14 years of expertise in managing, organizing and protecting confidential/sensitive documents. Proven record in improving document accuracy and retrieval speed by 99% & 25% respectively. With the 10 years experience in IT filed background with demonstrated capabilities in DMS implementation, data analysis, reporting automation to support efficient, secure and audit ready operations.

WORK EXPERIENCE

Senior Supervisor (DCC)

ABV Rock Group Ltd

Oct 2015 - Present

- Implemented & maintained a centralized Document Control System.
- Registered, distributed & archived all incoming & outgoing project documents in accordance with approved procedures.
- Managed Electronic Document Management System (EDMS/DMS), ensuring data accuracy, document security and full document revision traceability.
- Controlled document numbering, revision, status, version control and approval workflow for drawings, submittals, transmittals, vendor documents, RFIs and correspondence.
- Maintained up-to-date document registers, logs and trackers for drawings technical submittals and vendor documentations.
- Coordinated document flow between Engineering team, Consultant and subcontractors.
- Maintained controlled hard & soft copy archives, ensuring accurate filing, labeling, retrieval and archiving.
- Conducted internal document audit to ensure compliance with company policies project specification and standards.
- Generated periodic document control status reports, highlighting outstanding actions, delays of documents.
- Ensured proper coordination of documentation for client submission approvals and contractual deliverables.

Programmer

Saudi Oger Ltd.

Aug 2011 - Aug 2015

- Administrated & maintained PCM (EDMS) application server including Infomaker reporting tool. ensuring stability and data accuracy.
- Configured and onboarded new projects in PCM (EDMS), customizing workflows, metadata and system setting to meet the project requirements.
- Design and customized user interface layouts and dashboards to display project data based on the management, engineers and users needs.
- Updated technical documentation including RFIs, drawings submittals and transmittals with EDMS (PCM) ensuring consistency and alignment with Projectteam records.
- Performed cross verification between Projectteam and PCM (EDMS) to ensure document accuracy, version control and traceability.
- Developed and implemented custom electronic forms templates (Submittals, Transmittals, RFIs,) within PCM using Infomaker and BI-Publisher.
- Created automated one click management reports from PCM (EDMS) according to the needs.

Network Engineer

Pakistan Revenue Automation Ltd

Sep 2006 - Aug 2011

- Supervised and maintained the Pakistan Motorway Toll Management System (M2 & M3) across multiple interchange locations ensuring continuous system availability.
- Installed, configured and administrated servers & clients systems and associated hardware.
- Managed server and database performance, performance routine database compaction and optimization to ensure smooth and reliable system operations.
- Performed daily data collection and backup procedures ensuring data integrity and availability.
- Verified operators transactions reports and shift-wise summary reports using system data to ensure accuracy and compliance with operational controls.

- Implemented IT security policies to protect servers, client system and database from unauthorized access and data loss.
- Implemented IT security policies to protect servers, client system and database from unauthorized access and data loss.
- Generated and distributed daily operational reports.
- Provided technical troubleshooting and onsite support to minimize system downtime and ensure uninterrupted toll operations.

Senior System Administrator

Special Communication Org.

Apr 2001 - Aug 2006

- Independently managed and maintained the Emergency Call Radio (ECR) System deployed across Pakistan Motorway M2, including the central control room, 6 remote sub-stations, and approximately 350 field radio units.
- Served as System Administrator for Fylde Micro Systems (UK), administering and configuring core components including SysCon, RBS, PCM, SCI, and MHD units.
- Monitored system health, network performance, and staff operational efficiency, conducting performance evaluations and corrective actions where required.
- Managed and analyzed system logs, alarms, and fault reports to ensure high availability and rapid incident response.
- Prepared and submitted daily operational, technical maintenance, and staff performance reports for management review.

EDUCATION

- **Masters of Computer Science** 2003
Mohi-ud-Deen Islamic University
- **Post Graduate Diploma in Information Technology** 2000
Pakistan Institute of Technical Skills
- **Bachelor of Arts** 1996
University of Punjab

CERTIFICATES

- **Certificate in Computer Applications**
- **Certificate in Computer Language**
- **Certificate in Web Development**

SKILLS

- **Proficiency in EDMS** (PCM, Unix, ProjectTeam, Aconex)
- **Document Control Principles** (Life Cycle, Version Control, Numbering, Storage, retrieval and archiving)
- **Data Management & Analysis**
- **Workflow of Documents**
- **MS Office Suite** (Excel, Word, Powerpoint, Outlook)
- **Project Reports Tools** (Infomaker, BI-Publisher)
- **Adobe Live Cycle Designer**
- **Canva** (Presentation & Designing)
- **Organizational Skills**
- **Strong Attention to details**
- **Strong Communication Skills**
- **Problem Solving Skills & Team Work**
- **Multi Tasking**
- **Process Improvement & Implementation**
- **Time Management**

ADDITIONAL

- **Aconex Badges:** Associate , Professional , Specialist.
- **eCertificate for Attendees :** Oracle Unifire, CNSS , Html & CSS
- **Awards/Activities:** Active member of Saudi Council of Engineering

PERSONAL INFORMATION

- **Marital Status:** Married
- **Nationality :** Pakistani
- **Driving Lenience:** Saudi (Valid)

LANGUAGES

- **Urdu & Punjabi :** Native
- **English:** Professional
- **Arabic** (Basic)

REFERENCE

Kashif Naveed

Position: Document Controller
Company: International building systems factory
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Bashir Mohideen

Position: Act. Manager DCC
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