

RASHID KPO

Senior Document Controller

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SUMMARY

Accomplished and knowledgeable professional with 19 years of expertise as a Senior Document Controller, specializing in high-profile infrastructure and utility projects. Proficient in electronic document management systems (EDMS) including Oracle ACONEX, Autodesk BIM 360, Autodesk Construction Cloud (ACC), SharePoint and Oracle Cloud ERP. Adept at handling project documentation, information management, and administrative & executive assistance services. Competent in receiving, processing, and maintaining project data while ensuring accuracy and adherence to organizational standards.

Known for organizational abilities, strong communication, and proficient coordination among clients, subcontractors and suppliers. A strategic thinker experienced in inspiring teams and achieving excellent outcomes.

TECHNICAL SKILLS

- Electronic Document Management Systems (ACONEX, BIM 360, ACC, SharePoint)
- Project Coordination & Time Management
- Documentation & Record Keeping
- Information Literacy & Data Entry
- Proficient in MS Office 365
- EPC Experience
- Teamwork
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PROFESSIONAL EXPERIENCE

Senior Document Controller

Mar 2010 - Present

Saudi Services for Electro Mechanic Works Co. (SSEM), Riyadh, Saudi Arabia

- Directed project documentation using Oracle ACONEX, BIM 360 Documents Management, ACC and SharePoint to facilitate client submissions and internal workflows.
- Maintain close communication with client, designers, subcontractors/suppliers and project internal teams concerning project related documents and matters.
- Monitored and updated the Master Document Register (MDR), guaranteeing precise records handling technical documents, engineering drawings, shop drawings, QA/QC documents, test reports, ITPs, method statements, materials, and pre-qualification.
- Compiled daily, weekly, biweekly and monthly progress reports in close coordination with line document controllers and transmitting integrated reports to clients and the project team.
- Administrated the distribution, tracking, and ensuring the timely approvals of documents.
- Supervised site coordination to ensures the quality of all drawings & documents compliance with ISO 9001 quality standards before issuing IFC, utilizing an established document control checklist.
- Consistently maintained the Document Management System (DMS) for all project documents to ensure accessibility and compliance.
- Generated various reports for client including engineering progress, invoice progress, monthly quality reports, RMI, RFI, NCR, CRS, SI, and DTS.
- Organized meetings, drafted correspondence, minutes, and managed incoming/outgoing communications and Oracle Cloud ERP. Assisted with administrative tasks such as processing leave, timesheets, staff records, MRFs, monthly reports and scheduling.

Projects Managed

Saudi-Egypt ±500kV HVDC Interconnection Project (HVDC Converter Stations)

Client: Saudi Electricity Company | *Role:* Senior Document Controller |

Period: Nov 2021 - Present, ACONEX, Autodesk BIM 360 & Autodesk Construction Cloud (ACC)

Storm Water Drainage System Projects

Client: Qassim Municipality | *Role:* Senior Document Controller | *Period:* Apr 2020 - Oct 2021

Jizan Reverse Osmosis Plant & Substation Projects

Client: Saudi ARAMCO | *Role:* Document Controller | *Period:* Mar 2018 - Mar 2020

Construction of Al-Kharj Industrial City BSP

Client: Saudi Electricity Company (SEC-COA) | *Role:* Project Secretary cum Document Controller |

Period: Sep 2017 - Feb 2018

Four Fuel Tanks at Qassim Power Plant

Client: Saudi Electricity Company (SEC-COA) | *Role:* Project Secretary cum Document Controller Administrator | *Period:* Jul 2016 - Aug 2017

Construction of Qassim-04# 380/132kV Substation Works

Client: Saudi Electricity Company (SEC-COA) | *Role:* Project Secretary cum Document Controller |

Period: Mar 2013 - Jun 2016

Construction of New 380/132kV Substation (Integration of Power Plant No.10) *Client:*

Saudi Electricity Company (SEC-COA) | *Role:* Project Secretary cum Document Controller |

Period: Mar 2010 - Feb 2013

Office Secretary / Data Entry

Apr 2006 - Feb 2010

Net-Computer Sales & Services, Kerala, India

- Served as a receptionist and executing comprehensive secretarial duties, including visitor's management and client engagement.
- Coordinated inquiries, scheduled appointments, and directed calls to relevant personnel.
- Managed inventory, contracts, pricing, and billing details to ensure high level of customer satisfaction.
- Preserved historical records and complied with notes and memos for organization needs.

EDUCATION

Post Graduate Diploma in Computers

2004

LBS Center, Calicut, Kerala

2001

Bachelor of Science in Mathematics with Computers

Calicut University, Kerala

ADDITIONAL INFORMATION

Languages: English, Hindi, Arabic, Malayalam

Certifications: ACONEX Accredited

Nationality: Indian