

NAVEED ALI

DOCUMENT CONTROLLER

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IQAMA STATUS

Transferable
immediate joining
Ready to relocate

SUMMARY

Detail-oriented Document Controller with expertise in document management, data handling, and project documentation workflows. Proficient in Aconex, SharePoint, MS Office Suite, and PDF editing tools, with experience managing large volumes of technical and administrative documents. Skilled in version control, access management, and compliance with document control standards. Experienced in delivering accurate reports, supporting engineering and construction projects, and collaborating with cross-functional teams in fast-paced environments in Saudi Arabia.

PROFESSIONAL EXPERIENCE & PROJECTS

Document Controller

Jan 2020 – April 2025

Alhaq Construction Company – Pakistan

- Managed and controlled project documentation for construction activities, ensuring accurate filing, tracking, revision control, and timely retrieval of records.
- Designed, developed, and maintained a custom Document Control & Revision Tracking System using Microsoft Access and VBA, replacing manual Excel-based tracking.
- Automated document workflows including revision history, approval status, submission dates, pending days tracking, and dashboard reporting, improving accuracy and visibility.
- Streamlined document approval and distribution processes, supporting project teams with reliable and up-to-date documentation.
- Improved document control efficiency, compliance, and reporting for QA/QC and project management teams.

[Portfolio Link: Custom Document Control & Revision Tracking System built in Microsoft Access](#)

SKILLS

Document Management Systems (DMS):

- Aconex | SharePoint

File & Document Control:

- Version Control | Document Tracking | File Naming Conventions | Access Management

Administrative & Reporting Tools:

- Adobe Acrobat | Scanning & Indexing | Data Entry | Record Keeping

Microsoft Office Suite:

- MS Excel | MS Word | MS PowerPoint | MS Access | Outlook | Power BI Dashboards

Soft Skills:

- Stakeholder Communication | Attention to Detail | Time Management | Team Collaboration | Problem Solving | Confidentiality Handling

CERTIFICATIONS & SYSTEMS TRAINING

Oracle Aconex Accredited Professional

Oracle University – Aconex Professional Learning Path

- Passed Aconex Professional Assessment (86%)
- Trained in document control workflows, transmittals, revisions, and approvals
- Completed via Oracle MyLearn

Microsoft Office Professional Training [Link](#)

Haris Institute, Mardan | 3 Months

- **MS Word** – Document formatting & templates
- **MS Excel** – Data entry, formulas (Xlookup, Vlookup, Index Match, Conditional formatting, Pivot Table)
- **MS PowerPoint** – Professional presentations

EDUCATION

Abdul Wali Khan University, Mardan [Link](#)

2019 - 2023

- Bachelor of Business Administration, (Finance) | CGPA: 3.22/4.00

Khyber Pakhtunkhwa Board of Technical Education [Link](#)

2020

- Diploma in Information Technology

LANGUAGE

- English | Arabic | Urdu (native)