

VASUDEVAN K
QA/QC DOCUMENT CONTROLLER
Saudi Arabia
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PROFESSIONAL SUMMARY

- Business of Commerce and Administration having more than 20 years of work experience in Infra structure & Residential Projects & Telecommunications in GCC.
- Currently Working as QA/QC Document Controller in HHSC-WTG Project, Saudi Arabia
- Experienced QA/QC Document Controller with over **20 years of expertise** in construction, QA/QC, safety, and project documentation within GCC projects.
- Proven ability to manage high-volume technical documentation, ensure ISO compliance, maintain EDMS platforms, and support multi-disciplinary project teams.
- Highly skilled in Aconex, Procore, SharePoint, AutoCAD coordination, and reporting dashboards. Known for accuracy, compliance adherence, and efficient document workflows.

CORE COMPETENCIES

- Document Control & EDMS Management
- ISO 9001 Quality Documentation
- QA/QC Submittals (WIR, MIR, RFI)
- Aconex, Procore, SharePoint, SAP
- NCR / CAR Tracking & Reporting
- Version Control & Archiving
- Technical Submittals & Drawings
- AutoCAD & Micro-Station Support
- Project Correspondence Management
- KPI Dashboards & Progress Reports

PROFESSIONAL EXPERIENCE

HHSC – WTG Foundation Works | Saudi Arabia (Nov 2025 – Present)

QA/QC DOCUMENT CONTROLLER

- Managing project documentation for foundation and civil works in compliance with ISO Standards.
- Maintaining EDMS systems to ensure accurate version control and traceability
- Preparing and monitoring MIR, WIR, RFI, and technical submittals
- Generating weekly and monthly quality and progress reports

Shar Holding Company NEOM Oxagon (Design & Build Temporary Port Project)(Feb 2023 – Oct 2025)

QA/QC DOCUMENT CONTROLLER

- Controlled all incoming and outgoing technical and contractual documents
- Maintained a Single Source of Truth using Aconex and SharePoint
- Prepared NCR/CAR aging reports and KPI dashboards for management review
- Coordinated with consultants, contractors, and project teams for approvals

Alanadee Company | Saudi Arabia (Nov 2007 – Jan 2022)

DOCUMENT CONTROLLER / ADMINISTRATION

- Managed QA/QC, safety, and engineering documentation across multiple projects
- Implemented document tracking systems improving retrieval efficiency by 25%
- Supported ISO audits and compliance documentation
- Trained junior staff on document control procedures and EDMS usage

National Kharafi Co. | Kuwait (*Aug 2005 – Sep 2007*)

DOCUMENT CONTROLLER / SECRETARY

- Maintained structured filing systems for construction and quality records
- Coordinated document flow between departments and external stakeholders
- Prepared reports, correspondence, and registers

KEY ACHIEVEMENTS

- Successfully supported ISO 9001 implementation and audits
- Developed tracking matrices linking MIRs with approved submittals and test certificates
- Improved document retrieval time by implementing structured Aconex And EDMS workflows

EDUCATION

B.Com – Cooperative College, Thrissur, Kerala (1999)

SSLC – SRKGVH School, Thrissur, Kerala (1994)

CERTIFICATIONS

- AutoCAD & Micro Station Training – 2004

TECHNICAL SKILLS

- | | |
|-----------------|-----------------|
| • AutoCAD | • EPROMIS |
| • Micro-Station | • Oracle Aconex |
| • MS Office | • Procure |
| • Outlook | • SharePoint |
| • SAP | • EDMS |

PERSONAL DETAILS

- Date of Birth: 04 Feb 1979
- Nationality: Indian
- Languages: English, Malayalam, Arabic, Hindi
- Iqama: Transferable
- Marital Status: Married