

# MUHAMMAD ALI

## (Document Controller)

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Address: Riyadh, Saudi Arabia

### Career Objective

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Document Controller with 5 years of experience in project documentation, administration, and management across various high-profile projects. Expert in using Microsoft Office and Oracle Aconex for managing documentation processes, ensuring accuracy, and maintaining compliance with regulatory and company standards. Proficient in developing and implementing efficient filing systems and document management solutions to support smooth operations and enhance team productivity.

### Work Experience

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**Position: Document Controller**

**Company: Elegancia Arabia Trading, Saudi Arabia**

**Project: Red Sea International Airport**

**Client: Red Sea Global**

**Duration: January 2025 – January 2026**

- Used Microsoft Excel to create logs, prepare reports and schedules. Registered incoming and outgoing letters to the consultant and client.
- Managed the control of incoming documents, ensuring that project document control procedures were followed.
- Processed substantial daily document transactions including RFIs, submittals, and change orders with high accuracy.
- Generated daily reports on document uploads, transmittals, and coordination through Aconex mail.
- Ensured secure archiving and retrieval of confidential project documentation. Supported teams with document flow optimization, improving project efficiency.

**Position: Document Controller**

**Company: Almajal Alarabi Group, Saudi Arabia**

**Project: Neom Residential Community (NRC-5)**

**Client: NEOM**

**Duration: November 2022 – November 2024**

- Maintained accurate records of technical drawings, contracts, and regulatory documents. Managed document approvals and compliance audits.
- Maintained accurate records of incoming documents and correspondence, retrieving them immediately when required.
- Coordinated document approvals, submissions, and audits, ensuring full compliance with NEOM regulations.
- Maintained electronic document registers with real-time status updates for numerous stakeholders.
- Managed project documentation using Aconex, ensuring compliance with company and regulatory standards.

**Position: Document Controller**

**Company: Al Fajar International, Pakistan**

**Project: Hydro Power Complex**

**Client: Irrigation Department KPK**

**Duration: September 2020 – September 2022**

- Managed office operations and coordination, including receiving, issuing, logging, updating, and maintaining project-related documents.
- Filed documents in both physical and digital records and distributed project-related copies to internal teams.
- Maintained high document accuracy while establishing standardized filing and retrieval procedures.
- Collaborated with teams and stakeholders to facilitate the distribution of project documentation, ensuring deadlines were met.
- Maintained document registers for documents, keeping both physical and digital records up to date with the latest revisions.

## **Education**

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### **Bachelor Degree in Computer Science**

City University of Science and Information Technology, Pakistan

## **Technical and Soft Skills**

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- Document Control Systems and Procedures
- Records Management and Archiving
- Document Indexing and Classification
- File Organization and Retrieval Systems
- Document Control Procedures Implementation
- File Naming Conventions and Standards
- Database Management SQL, MySQL
- Electronic Document Management Systems (EDMS)
- Cloud Storage Solutions (OneDrive, Google Drive)
- Attention to Detail and Accuracy
- Problem-Solving and Critical Thinking
- Time Management and Prioritization
- Analytical Thinking and Data Interpretation
- Written and Verbal Communication
- Process Improvement and Documentation

## **Trainings and Certificates**

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- Introduction to Electronic Document Management
- Aconex Accredited Associate, Professional and Expert
- SAP Success Factors and Share Point
- Microsoft Office

## **Personal Information**

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Date Of Birth: 02-02-2001

Nationality: Pakistani

Marital Status: Single

Iqama No: 2604136461

## **Languages**

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- English
- Urdu
- Pushto