

WAJIUL HASSAN

Document Controller

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Professional Profile

Detail-oriented Document Controller with over 4+ years of hands-on experience in managing, controlling, and maintaining organizational and project documentation within compliance-driven environments. Experienced in handling high-volume documents, maintaining accurate document registers, ensuring version control, and supporting audit-ready filing systems. Proficient in Aconex, MS Excel, MS Office 365, and structured archiving practices. Demonstrates strong coordination skills with internal teams and external stakeholders to ensure timely document submission, review, approval, and distribution. Known for accuracy, confidentiality, and process discipline in documentation workflows.

Core Competencies & Technical Toolkit

Document Control & Records Management: Document Lifecycle Management (Creation to Archiving), Document Registers & Logs, Version Control & Revision Management, Document Numbering & Traceability, Incoming & Outgoing Document Control, Confidential Document Handling

Documentation Systems & Tools: Aconex (Transmittals, Uploads, Tracking, Distribution), MS Excel (Trackers, Registers, Reports), MS Word, MS Office 365, SharePoint, Basic SAP Document Handling Exposure

Coordination & Compliance: Internal & External Stakeholder Coordination, Compliance with Company & Client Documentation Standards, Audit Support & Document Verification, SLA-Based Follow-ups & Document Status Monitoring

Administrative & Reporting Support: Document Status Reports (DSR), Data Entry & Accuracy Validation, Record Audits & File Reconciliation, Operational & Management Documentation Support

Professional Experience

Descon Engineering Limited – Document Controller

Dec 2023 – Nov 2025 | Lahore, Pakistan

- **Document Tracking & Registers:** Maintained accurate **document registers, transmittals, and tracking logs** using **MS Excel and Aconex**, ensuring real-time visibility of document status.
- **Version Control & Distribution:** Ensured proper **document numbering, version control, revision tracking**, and timely distribution to concerned departments and stakeholders.
- **Workflow Coordination:** Coordinated with internal teams for **document submission, review, approval, and closure**, ensuring smooth workflow and adherence to deadlines.

- **Audit & Quality Control:** Conducted periodic **document audits** to verify accuracy, completeness, compliance, and easy retrievability of records.
- **Archiving & Retention:** Archived completed and closed documents in line with **document retention policies** and organizational standards.
- **Process Improvement:** Improved document organization and retrieval efficiency through structured filing systems and standardized documentation practices.

AHS Technologies Pvt Ltd – Senior Application Officer

Nov 2021 – Nov 2023 | Islamabad, Pakistan

- **Application Processing & Verification:** Processed and verified client applications, ensuring all required documents were complete, accurate, and compliant with organizational policies and regulatory requirements.
- **Records & Filing Management:** Maintained structured **physical and electronic filing systems**, along with **MS Excel-based application registers and trackers** for supporting documents and records.
- **Client Coordination:** Coordinated with clients to collect required documents, follow up on missing information, and clarify discrepancies to ensure timely application completion.
- **Application Tracking & Reporting:** Tracked application progress using **MS Excel tracking sheets**, maintaining accurate records for **management reporting, audits, and compliance reviews**.
- **Confidentiality & Data Protection:** Ensured strict confidentiality and secure handling of sensitive personal and official documents in line with data protection and company standards.
- **Compliance & Management Support:** Assisted management by preparing **MS Excel summaries, status reports, and documentation logs** to support compliance checks and internal reviews.

Ap Ki Dehleez – Product Manager

Sep 2018 – Oct 2021 | Lahore, Pakistan

- **product & Inventory Documentation:** Maintained and managed structured **product records, inventory documentation, and order files**, ensuring accuracy and consistency across systems.
- **Excel-Based Tracking:** Utilized **MS Excel** to maintain **inventory trackers, order logs, and product records**, supporting day-to-day operations and reporting.
- **Vendor & Internal Coordination:** Coordinated with vendors and internal teams to ensure timely updates of product documentation, procurement records, and order status.
- **Procurement & Customer Records:** Handled **procurement-related documents**, vendor records, and customer data while ensuring proper filing and traceability.
- **Reporting & Documentation Support:** Prepared **operational reports, summaries, and documentation files** for management review and decision-making.
- **Record Accuracy & Control:** Ensured document accuracy, proper version updates, and organized filing for easy retrieval and audit support.

Senate Secretariat, Parliament House – Intern

Jul 2017 – Jun 2018 | Islamabad, Pakistan

- **Official Documentation Support:** Assisted in preparing, reviewing, and organizing **official government documents, reports, and correspondence** in accordance with parliamentary procedures.
- **Records & Archiving Management:** Maintained structured **physical and electronic filing systems**, including **MS Excel-based record logs** for parliamentary documents and archives.
- **Meeting & Session Documentation:** Supported documentation activities during official meetings and parliamentary sessions, ensuring accurate record handling and availability of documents.
- **Record Retention & Access Control:** Ensured proper **record retention, controlled access, and confidentiality** of sensitive government documents in line with established protocols.
- **Data Accuracy & Verification:** Assisted in verifying document accuracy and maintaining updated records to support audits and reference requirements.

Education

- LAW (3 YEAR PROGRAM), UNIVERSITY OF PESHAWAR
- BACHELORS OF ARTS, UNIVERSITY OF AJK

Personal Details

- Nationality: Pakistani
- Languages: Urdu (Native), English (Fluent), Arabic (Learning)
- Iqama Status: Transferable