

# Sadeq Talab Alatel

Taif, Saudi Arabia • +966508445873 • sadeqatel@hotmail.com

## Senior Document Control Manager

Senior Document Control Manager with 20+ years of experience managing document workflows for mega construction and infrastructure projects in Saudi Arabia, including **KAFD, SEVEN, Madinah Haram Expansion, and KJO Master Plans**. Expert in **Oracle Aconex, Dar Al-Handasah PWS, Primavera Expedition, and SharePoint**, with proven success handling 50,000+ documents, ensuring version control, compliance, audit readiness, and efficient handover. Skilled in RFIs, submittals, transmittals, workflow optimization, and coordinating clients, contractors, and project teams.

## WORK EXPERIENCE

---

### **Dar Al Handasah Consultants (Shair & Partners) • Aug 2004 – Feb 2025**

#### **Senior Document Controller • Taif, Saudi Arabia • Sep 2023 – Feb 2025**

**Project:** Saudi Entertainment Ventures (SEVEN)

- Managed all document control activities for the design and construction of the Taif Entertainment Complex, a large-scale entertainment development for SEVEN.
- Oversaw the logging, tracking, and distribution of all project documents, including drawings, submittals, RFIs, and correspondence using Oracle Aconex.
- Implemented and maintained the project document numbering and filing system to ensure compliance, version control, and quick retrieval.

#### **Document Controller Manager • Riyadh, Saudi Arabia • Apr 2023 – Aug 2023**

**Project:** Royal Commission for Riyadh City (BRT Projects)

- Managed contractor documentation for multiple road and asphalt packages under the Riyadh BRT projects.
- Coordinated submissions from 5+ major contractors, including WADI DAFA and YUKSEL SAUDIA, ensuring timely review and approval.
- Controlled document flow, tracking, and reporting in line with project and client requirements.

#### **Document Controller Manager • Riyadh, Saudi Arabia • Feb 2023 – May 2023**

**Project:** King Abdullah Financial District (KAFD)

- Oversaw document control operations for 6 clusters / 21 towers (1.1 million m<sup>2</sup> built-up area).
- Processed 10,000+ submissions, RFIs, and approvals using Oracle Aconex.
- Reduced document turnaround time by 30% through workflow optimization and tracking improvements.

#### **Document Controller Manager • Riyadh, Saudi Arabia • Jun 2022 – Feb 2023**

**Project:** Imam Turki Bin Abdullah Royal Nature Reserve Development Authority (PMO / Dar Al-Handasah)

- Implemented a full document numbering and archiving system for 8,000+ project records using Dar Al-Handasah PWS.
- Improved document retrieval time by 40% through standardized indexing and filing procedures.
- Led day-to-day document control operations including logging, scanning, uploading, and compliance tracking.

#### **Document Control Specialist • Madinah, Saudi Arabia • Dec 2014 – May 2022**

**Project:** Madinah Haram Expansion Project

- Controlled 20,000+ BIM-related documents using Microsoft SharePoint for the Prophet's Mosque expansion project (4,740,000 m<sup>2</sup> new praying areas, 211,000 m<sup>2</sup> second floor, 2,490,000 m<sup>2</sup> new expansion building).
- Supported 6+ technical committees including inspection, Sharia, real estate appraisal, and finance committees; ensured accurate tracking and timely approvals.
- Delivered final approved project files to the Ministry of Finance archives with zero audit issues.
- Managed RFIs, submittals, drawings, and other critical documents, ensuring proper classification, version control, and retrieval.

## **Document Control Specialist • Madinah, Saudi Arabia • May 2011 – Dec 2014**

**Project:** Knowledge Economic City (KEC) Infrastructure Phase 1 (North)

- Managed end-to-end document control for the KEC Phase 1 North infrastructure project using Oracle Aconex.
- Developed and implemented the document numbering and filing system for all project records, including correspondence, drawings, transmittals, submittals, RFIs, and MTRs.
- Controlled the receipt, distribution, tracking, and processing of documents between the Client (KEC), Contractor (Al-Rajhi Contracting – ARC), and Consultant (Dar Al-Handasah).
- Uploaded, logged, and maintained all project data in Oracle Aconex, ensuring accurate version control and audit compliance.
- Responded to client transmittals, submittals, and official correspondence through Oracle Aconex workflows.
- Created and maintained the electronic and hard-copy filing systems; handled scanning, archiving, and retrieval.
- Supported engineering and administrative teams across Jeddah and Madinah offices with project coordination and documentation needs.
- Controlled and tracked monthly timesheets for the entire project team.

## **Document Control Specialist • Al-Khafji, Saudi Arabia • Aug 2004 – May 2011**

**Project:** KJO Master Plan Projects – Al-Khafji Joint Operations (PMC / Dar Al-Handasah)

**Project Value:** SAR 2 billion (USD 550 million)

**Scope:** Master planning and construction of 535 housing units, mosques, infrastructure, utilities, offices, hospitals, bridges, and community facilities.

- Led document control operations for the KJO Master Plan Projects using Primavera Expedition.
- Developed and implemented the project-wide document numbering and filing system for correspondence, drawings, transmittals, submittals, RFIs, and MTRs.
- Controlled the receipt, distribution, tracking, and processing of documents between Client (KJO), consultants, and contractors, including Siemens, Nesma, Saudi Oger, Huta-Hegerfeld, and Al-Kharafi & Sons.
- Logged, scanned, uploaded, and attached all project records in Primavera Expedition with full version control and audit compliance.
- Managed all incoming and outgoing correspondence between Dar Al-Handasah and project partners.
- Created and maintained electronic and hard-copy filing systems, ensuring fast retrieval and data integrity.
- Authorized representative from Dar Al-Handasah for document handover and site office/facility handover to KJO.
- Authored 3 volumes of Document Control Manuals for project standards and procedures.
- Designed and delivered training programs for KJO and Hill International teams on Primavera Expedition v13 and document control workflows.

## **Arabian Oil Company (AOC) & Al-Khafji Joint Operations (KJO)**

Joint venture between Aramco Gulf Operations Company & Kuwait Gulf Oil Company

### **Administrative Secretary • Al-Khafji, Saudi Arabia • Sep 1986 – Aug 2003**

- Provided administrative and secretarial support across HR, Training, Community Services, and Business Services departments.
- Prepared correspondence, reports, statistics, and budgets using Microsoft Office.
- Managed purchase requisitions, office supplies, and maintenance requests.
- Controlled timesheets and supported recruitment exams and assessments.
- Maintained accurate records in both Arabic and English.

## **Kuwait Insurance Company**

### **Accountant • Kuwait • Dec 1981 – Mar 1986**

- Prepared and issued insurance certificates for motor, liability, workers, fire, and marine policies.
- Conducted site and accident assessments prior to policy issuance and claims processing.
- Managed daily cash controls and accounting entries; prepared monthly trial balances.
- Supported General Accident and Marine Departments with documentation and reporting.

## EDUCATION

---

**Bachelor of Business Administration (BBA)** • Washington International University • USA • 2008

**Diploma in Business & Office Practice** • UNRWA PR Vocational Training Center • Qalandiya (Kalinda), Jerusalem, Palestine • 1981

## CERTIFICATIONS

---

**Aconex Project Mail & Workflow Training (Participant/Reviewer)** • 2012

Aconex

**Getting Started with Oracle Aconex**

Oracle Aconex

**International Computer Driving License (ICDL)** • 2008

ICDL Saudi Arabia

**Microsoft Office (Excel & PowerPoint)** • 2004

Arab Cultural Institute

**Certificate of Appreciation**

Ministry of Finance, Kingdom of Saudi Arabia

## SKILLS

---

**Document Control & Project Controls:** Correspondence & Record Management, Document Control Management, RFIs, Submittals, Transmittals, MTRs, Project Filing Systems & Indexing, Version Control & Audit Compliance, Handover & Close-Out Documentation

**Systems & Software:** Oracle Aconex, Primavera Expedition, Dar Al-Handasah PWS (Project Workflow System), Microsoft SharePoint, MS Word, Excel, PowerPoint, Outlook

**Project & Coordination:** Client / Consultant / Contractor Coordination, PMO Support, Reporting & Tracking, Workflow Optimization, Training & Knowledge Transfer

**Languages:** Arabic (Native), English (Fluent)