

Dear Sir,

Sub: Application for Document Controller

I came across your advertisement regarding the urgent requirement for a Document Controller and would like to express my strong interest in this opportunity.

I bring over **8 years of professional experience in the Middle East**, both on-site and in main office environments, with proven expertise in managing comprehensive document control processes for large-scale construction projects.

Key Expertise:

- Handling **Drawing & Material Submittals**
- Managing **Inspection Requests (IRs)** and **Material Inspection Requests (MIRs)**
- Coordinating **Shop Drawings** (Civil, MEP & others), **As-Built** drawings and MEP documentation
- Preparing **Daily & Weekly Reports** and managing formal project correspondence
- Recording, tracking, and updating logs for **NCRs, INCRs, SIs, SOs**, and other QA/QC documentation
- Managing hard copies and EDMS platforms including **Oracle 9, Aconex, Procore, Prolog, PCS, and PCW**

Technical Skills:

- Proficient in **MS Office, WPS Office, Outlook, OneDrive, Nitro Pro, PDF Architect, WeTransfer, Google Meet**
- Basic knowledge of **CorelDRAW & Photoshop**
- Additional skills in **computer hardware/software troubleshooting** and familiarity with **AI-based workflow enhancements**

Major Projects Involved:

- Air Operation Control Facilities – **King Salman Air Base, Salboukh**
- **King Khalid International Airport** – Air Medical Evacuation (Consultant: DAR)
- **Red Sea South & Sune Project**
- **NHC Housing Projects – Murcia** (Consultants: DAR / Khatib & Alami)

With a strong background in construction documentation and a highly organized work approach, I am confident in my ability to contribute effectively to your team. I am currently **available in the UAE** and **can join immediately**, fulfilling your urgent requirement.

I would welcome the opportunity to discuss how my experience aligns with your needs. Thank you for your time and consideration.



Best regards,


Mohamed Munas Mohamed Hanifa.



MOHAMED MUNAS HANIFA

 Riyadh, Saudi Arabia

  +966 557294887 / +94 779270157

 munasmhm@gmail.com

 [munas-hanifa-89059346](https://www.linkedin.com/in/munas-hanifa-89059346)

PROFESSIONAL OBJECTIVE

To secure a challenging position within a dynamic organization where I can apply my 8+ years of experience in the construction field and office-based Document Control and Administrative Support. I aim to contribute effectively to organizational success while continuing to advance my personal and professional growth.

PERSONAL ATTRIBUTES

- Strong verbal and written communication skills
- Team player with excellent organisational skills
- Adaptable to fast-paced and demanding environments
- Trustworthy, respectful, and culturally sensitive
- Ability to work extended hours as required
- Demonstrates flexibility and strong work ethics

PERSONAL INFORMATION

- **Marital Status** : Married
- **Nationality** : Sri Lankan
- **Languages** : English, Malayalam, Urdu, Tamil, and Sinhala

EDUCATIONAL QUALIFICATIONS

- Passed G.C.E. Ordinary Level Examination
- Passed G.C.E. Advanced Level Examination

PROFESSIONAL QUALIFICATIONS

- National Certificate in Computer Application (Basic & Intermediate Level)
- Introduction to Computer Science – Completed

KEY SKILLS

- Proficient in Oracle Aconex, Prolog, Procore, NetSuite, and other ERP systems; extensive experience with Electronic Document Management Systems (EDMS) for organizing, tracking, and maintaining project documentation.
- Advanced user of Microsoft Office Suite (Word, Excel, PowerPoint), WPS Office, Outlook, OneDrive, SharePoint, and Nitro Pro for document creation, editing, sharing, and secure archiving.
- Submittals Inspection Requests (IRs), Material Inspection Requests (MIRs), Shop Drawings (Civil, MEP & others), As-Built Drawings, and Material, SI, SO, NCR
- Assisted in IT-related tasks including installation and configuration of hardware, software, network printers basic troubleshooting and support.

WORK EXPERIENCE

Document Controller



AL Bawani Construction Company, Riyadh. (Feb 2021 – Aug 2023)

Project: King Salman Airbase Salboukh and Medical Evacuation King Khalid International Airport, Red Sea Southern Dune.



ABR Construction Company, Riyadh, KSA (August 2023 – Present)

Tamimi Global (ABR Construction Com), Project: NHC Murcia Housing Projects.

Senior Document Controller (Project Director Office)

- Implement and maintain document control processes and procedures.
- Manage the flow of documents in both digital and physical formats.
- Ensure document management is in accordance with established procedures and standards (including document numbering, formatting, issuance, review, transmittal, recording, and archiving).
- Process incoming documentation through proper recording, distribution, and archiving.
- Process outgoing documentation, including transmittal, recording, and archiving.
- Ensure controlled copies of the latest project documents (e.g., drawings, material submittals, RFIs) are properly distributed internally (to relevant departments) and externally (to subcontractors and consultants).
- Ensure control and coordination of all project documentation and data.
- Ensure all documents are correctly identified, distributed, filed, and stored.
- Monitor document review and approval processes in accordance with the project schedule.
- Ensure the use of standardized forms and templates across all document-related activities.
- Establish and maintain the Master Document Register in coordination with all relevant departments.
- Assist in the performance of special duties and projects as needed in support of operational and organizational goals.
- Generate electronic and hard copy reports as required by the project or management team.
- Manage and maintain both hard and soft copies of all incoming and outgoing documents and correspondence.
- Prepare and distribute weekly and monthly tracking reports.
- Maintain subcontractor records and update the filing system to ensure all documents are easily accessible and traceable.
- Monitor the accuracy of document dispatch, file engineering drawings, and ensure the proper distribution of controlled copies.
- Maintain various logs, including Non-Conformance Reports (NCRs), Site Instructions, and Equipment Calibration Certificates.
- Coordinate and schedule meetings for the Project Director, including preparation of agendas and meeting minutes.
- Handle confidential correspondence and ensure the Project Director's communications are effectively managed.
- Liaise with internal departments and subcontractors to streamline project operations.
- Manage the Project Director's calendar, travel arrangements, and other administrative tasks.

Data Entry Operator & Document Controller

Hamad Hospital (Project by GWC Ksoft Kangroup W.L.L.), Doha, Qatar

January 2016 – May 2016 (The project has been completed)

Scanned, prepared, and uploaded patient documents into the hospital's system.

- Organized and refilled documentation as part of a hospital-wide computerization project.

Document Controller & Warehouse Coordinator

 **LIN SCAN, UAE: February 2013 – June 2015**

- Managed inventory using Oracle E-Business Suite and ERP systems.
- Coordinated the preparation of packing lists and monitored material dispatch for pipeline inspection projects.
- Maintained perpetual inventory and handled administrative tasks related to stock and supplies.
- Logging of incoming and outgoing documents and producing and issuing document transmittals to provide an auditable trail for all documentation produced by the project group and third parties using the company procedures and system.
- Ensuring correct referencing of documents; maintain an established data distribution system.
- Establishing and maintaining files and computerized index for active engineering documents,
- Generate electronic/hardcopy reports as needed by the project or management team.
- Uploading and downloading, copying and printing of incoming and outgoing project documents and drawings.
- Liaison with the project team and the station Document Centre with respect to queries regarding issue of information and document storage.
- Distributing documents and efficiently transporting documents among different departments.

Document Controller & IT Assistant, Senior Invoicing Executive & Data Entry Operator

 **Ahmed Khalil Al Baker Group of Companies, Doha, Qatar (April 2003 – May 2012)**

- Type correspondence, reports, and other documents, Review and edit reports to the Board.
- Maintained office files & opened and distributed the mail, replying to the emails received by the clients.
- Maintain confidential records and files & Maintain records of decisions.
- Prepare documents and reports on the computer and submit all reports to management.
- Direct calls and respond to inquiries, Answer phones, Attend phone calls.
- Purchase order and Received inventory entering.
- Appointing new employees and give training (Oracle system and Office Work)
- Perform general clerical duties to include but not limited to photocopying, Faxing, mailing, and filing. Using fax
- Proper invoicing as per customers' requirements (Pharmacy, Government & other customers).
- Issuing billing adjustments, tracking, processing, and completing third-party invoices.
- Running all billing through the ERP Oracle system.
- Ensuring that proper supporting documents are attached (Customer LPO)
- Ensuring invoicing is completed according to the month-end process.
- Ensuring the Invoice Log is kept up to date.
- Making Sales Invoice (Parma, Consumer, Electronics Items) & Making sales return voucher.
- Preparing sales reports (Monthly, Weekly, KOB, TOP10)
- File all cash receipts along with product sales invoice copy.
- Manage the flow of documentation within the organization.
- Installation and Configuration New Hardware and Installation Network Printer.

I hereby declare that the information provided is accurate and true to the best of my knowledge.



شركة البواني (ذ.م.م)
AL BAWANI CO. LTD.

التاريخ : 2023/07/17 م

شهادة خبره

Experience Certificate

Albawani Co Ltd certifies that Employee\ **MOHAMED محمد مؤنس** / **MUNAS MOHAMED HANIFA , Sri lankan national holding محمد حنيفة** ، سـيرلانكي الجنسية يحمل إقامة رقم: (2497019766) عمل لدينا من تاريخ 2021/02/08 م وحتى 2023/08/15 م ، بوظيفة (مراقب المستندات) وتم إصدار هذه الشهادة بناء على طلب الموظف دون أدنى مسؤولية مالية او قانونيه على الشركة. Iqama:(2497019766) worked with us since 08/02/2021 to 15/08/2023 as (Document Controller) , and This certificate has been issued upon employee's request without any financial liability or legal responsibility on the company.

We wish him all the best

متمنين له التوفيق والنجاح

إدارة الموارد البشرية

Human Resources Department



Date : 23rd March,2015

TO WHOM IT MAY CONCERN

This is to certify that Mr. Mohammad Hanifa Mohamed Munas, Sri Lankan Passport Holder N4690061 (ID Number 784-1976-4152828-2) has worked with Lin Scan Advanced pipeline and Tank Services as Document Controller and Warehouse Coordinator from 20th February 2013 to 22nd March 2015.

He has always performed his duties diligently and carried out all tasks set in a professional manner.


He has proven himself to be a highly motivated, self-starter, who is flexible and maintain a positive attitude towards the performance of his work we highly recommended him without hesitation on his future employer.

(He know very well Computer Hardware & Software troubleshooting, All Office related work)

His conduct during the above period at our organization had been excellent.

We wish him all success in his future career endeavor.

With best regards,



Motasam Ezeldar
(Central Service Director)

Integrity

Inspection

Innovation

LIN SCAN advanced Pipeline & Tank Services

Postal Address : P.O Box 62159, Dubai

United Arab Emirates

Tel + 971 6 52 62 042, Fax + 971 6 52 62 043, www.linscaninspection.com

Certified fully in accordance with applicable International Standards



Cable : " AHMED ALBAKER " DOHA
Telefax : 0974 4550621
Telephone Nos :
Office : 4551764 / 4551765 / 4551781
Store : 4651308 / 4652289
E-mail : albakerrq@qatar.net.qa
C.R.No. : 38

P. O. Box : 9
DOHA - QATAR
ARABIAN GULF

صندوق البريد رقم ٩
الدوحة - قطر
الخليج العربي

برقيا : " احمد البكر " الدوحة
تليفاكس : ٠٩٧٤ ٤٥٥٠٦٢١
تليفون :
المكتب : ٤٥٥١٧٨١ / ٤٥٥١٧٦٥ / ٤٥٥١٧٦٤
المخازن : ٤٦٥٢٢٨٩ / ٤٦٥١٣٠٨

س.ت : ٣٨

Our Ref. :

Your Ref. :

الدوحة في 05th May, 2012 Doha

To Whom It May Concern

This is to certify that Mr. Mohamed Hanifa Mohamed Munas, Nationality of Sri Lankan was working in our organization as an **Document Controller & Support IT** Since July,2003 to May,2012.

During his tenure with us we found his to be sincere,hardworking and loyal towards his duties & responsibilities assign to him.

He can be an asset to organization as he is a dependable person. He leaves us on his own accord.

We wish his all the success in his future endeavors.

YUSEF AHMED KHALIL AL BAKER.
Managing Director.
AHMED KHALIL AL BAKER & SONS.





R & R COMMUNICATION & BOOK SHOP

38/1,
BLUE WATER SHOPPING COMPLEX,
KANDY ROAD, MAWANELLA.

TEL : 035 - 47854, 48262, 47933.
FAX : 035 - 47854
E - MAIL : fanuaana @ slt.lk.

23rd December 2002

TO WHOM IT MAY CONCERN


This is to certify that Mr. M. H. M. MUNAS of D 44, Danagama, Mawanella. has been working as a Computer Operator and also he is in charge stationary section too.

He has been working 25th January 1999 to up to date.

Mr. M. H. M. Munas has an exemplary moral character. He is an Intelligent person with high sense of discipline and devotion to work.

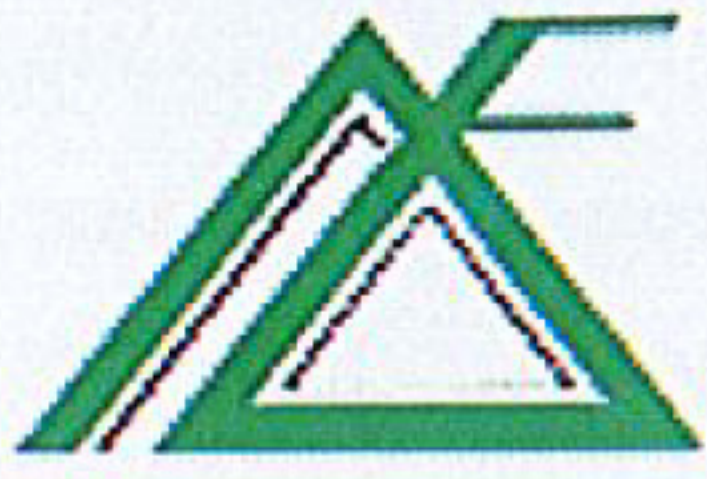
I am highly confident that he has the necessary maturity and experience to under take any responsibility. Therefore I am strongly recommending him for any post.

wish him all success.



.....
The Manager

R & R Book Shop & Communication
38/1, Blue Water Shopping Complex,
Kandy Road, Mawanella.



شركة البواني (ك.م.م.)
AL BAWANI CO. LTD.
PERFORMANCE EVALUATION FORM

Strictly Confidential

Contract end date:

يريس

NAME: Mohamad Munas : الإسم TITLE : Document Controller : المهنة BADGE #: 14400163 : رقم التوظيف
Proj/Dep.: KKIA-JV-02-QMS : القطاع Location: RIYADH : الموقع Join Date: 8-Feb-22 : تاريخ الخدمة
Basic Salary: 4500.00 : الراتب الاساسي Last increment amt: Nil : اخر زياده Last incremnt date: Nil : تاريخ
Nationality: Sri Lankan : الجنسية Other Skills : المهارات

EVALUATION PURPOSE

REGULAR EVALUATION : التقييم الدوري
CONTRACT RENEWAL : تجديد العقد
PROMOTION : الترقية

فده ميقت لا

PROBATION COMPLETION : اكمال فترة التجربة
OTHER (SPECIFY) : أخرى (حدد)

Salary Increment

For Personnel Dept. use only:

خاص بقسم الشؤون الخاصة:

Attendance & Personality:

الحضور وقوة الشخصية:

Special Notes(s): Mr. Mohamed Munas works very hard and very productive. He is very cooperative and works under pressure for two site. He is very sincere and energetic.

FOR OFFICIAL USE ONLY

Has this evaluation eligible for salary increment? Yes نعم No لا

New basic salary : SR _____

Other Benefits:

Contract renew with same salary:

Effective Date:

Terminated:

Evaluation done by:

Immediate Supervisor

QA/QC Manager

Name: Noel Dela Pena : الإسم

Signature: _____ : التوقيع

Date: 9/15/2022 : التاريخ

Reviewed Engr/PM: مدير المشروع

Name: Tarek AlHalbab : الإسم

Title: PM : المنصب

Signature: _____ : التوقيع

Date: 17/09/2022 : التاريخ

Approved by Mgmt: الموافقة والإعتماد

Name: _____ : الإسم

Title: _____ : المنصب

Signature: _____ : التوقيع

Date: _____ : التاريخ

GENERAL STAFF PERFORMANCE EVALUATION FORM

المميزات الشخصية Personal Traits		الوزن Wt.	غير مرضي Unsatisfactory/Poor	مرضي Satisfactory/Good	ممتاز V. Good/Excellent	النتيجة Score
المعرفة Knowledge	مجموعة المهارات النراسية وال خبرة في أساليب وتقنية أداء الع مل. The blending of job related education skills, experience, methods and techniques in performing job.	13	تقصص المعرفة الوظيفية في نواحي كثيرة Lacking in many aspects of job knowledge.	يعرف الأمور الروتينية بالعمل وبحاجة إلى إكت ساب معارف أخرى Understands job routines some knowledge still to be acquired.	يفهم تماما جميع نواحي العمل ومهامه Completely understands all aspects of the job functions.	13 13
الانتاجية Productivity	معدل الإنتاجية المناسبة خلال لفترة من الزمن Level of satisfactory Output generated per unit of time.	13	إنتاجية أقل من المقبول موظف - بطيء Below acceptable level output. A slow worker.	يقدم معدل إنتاجية حسب المتوقع Meets average expected output.	عادة يتعدى الإنتاجية المطلوبة، وينجز العمل بسد رة. Usually exceeds the expected output. A fast worker.	13 13
الإعتماد Reliability	يمكن الإعتماد عليه والوثوق به في القيام بأداء الالتزامات والمه مات الوظيفية Dependable & trustworthy in carrying out the commitments and obligations of the position.	13	لا يعتمد عليه وغالبا ما يفشل بإنجاز المهمة كاملا ة، أو يترك بعض الأجزاء غير منجزة Not reliable. Often fails to deliver a complete job and/or leaves tasks incomplete.	يمكن الإعتماد عليه لإنجاز غالبية المهمات ولكن تحت الإشراف والمتابعة المستمرة Can be relied on to complete most aspects of the job but needs supervision.	ينجز مهامه بدون إشراف رقابي ويعتمد علي به دائما Complete jobs with no supervision. Always dependable.	13 12
التعاون Cooperation	الإستعداد للتعاون ومساعدة الأخ رين لتحقيق أهدافهم وإنجاز مهمات هم. Willing to extend assistance & help others to accomplish their objectives.	13	غير متعاون ويعتبر حجر عثرة للزملاء والعملاء والموردين Uncooperative. A "roadblock" to co-workers, customers and/or suppliers	عادة ما يحتاج إلى من يحثه على التعاون مع الأ آخرين Generally needs prompting to cooperate with others.	دائما يرغب بمساعدة الآخرين لإنجاز مهماتهم، ويمكن الإعتماد عليه لمعاونة الآخرين Usually willing to assist others and can be relied up on to help others.	13 12
اللباقة والمظهر والعدا ت Courtesy, Appearance & Habits	احترام مشاعر الآخرين. حسن السلوك والعادات الخاصة Respect for others' feelings. Politeness, personal habits and grooming.	12	غير مهذب وخشن التعامل مع زملائه والآخرين ولا يهتم بمظهره Impolite and/or rude to co-workers and others. Frequently sloppy appearance.	يحترم المشاعر العامة. لديه بعض العادات ال ضعيفة ومظهره لائق بشكل عام Observes common courtesies, Few poor personal habits. Average personal appearance.	يحترم مشاعر وخصوصيات الآخرين لطيف ا لتعامل ويحافظ على مظهره اللائق دائما Respects others feelings and rights. Always polite. Usually dressed properly & neat.	12 11
النوعية/ الدقة Quality / Accuracy	عدم ارتكاب الأخطاء في تأدية م همات العمل Absence of errors in work produced or accomplished.	12	دائما يرتكب الأخطاء ويكررها Constantly commits repeated errors and don't try to fix them.	أحيانا يخطأ ويحاول إصلاح الخطأ Makes some mistakes but tries to fix them.	نادرا ما يخطأ ويتعلم من أخطائه Seldom makes mistakes, learns from mistakes.	12 12
العمل تحت الضغط Work Underpressure	كيف يتعامل مع العمل تحت الض غط /How he is responding when he is under work pressure	12	ليس جاهز للعمل تحت الضغط /Not at all ready to take any work pressure	بعض الأوقات يتقبل العمل تحت الضغط /Some times accept work pressure	دائما جاهز للعمل تحت الضغط /Always ready to take work pressure	12 11
مدى الإخلاص والصراحة Loyalty /Sincerity /Honesty	الإستعداد للإخلاص والأمانة حسب قوانين الشركة /Willing to be Loyal, honest and follow company rules & regulations	12	غير جدير للإمانة والإخلاص في العمل /Not at all loyal or honest to his work.	بين قتيلا من الإخلاص والأمانة /Rarely he shows honesty and sincerity to his work.	دائما مخلص وأمين في العمل /Always loyal and honest in his work and with company.	12 11
ضعيف Poor	جيد Good		يد جدا Very Good	ممتاز Excellent	النتيجة	95.
50-64	65-80		81-89	90-100		

Handwritten signature and stamp: CARUP MIRAZ



Contracting Company

شركة عبر للمقاولات

HRF04-Murcia

INTERVIEW EVALUATION FORM

نموذج تقييم المقابلة الشخصية

Name	MOHAMED MUNAS HANIFA	اسم المتقدم
Age		العمر
Occupation	DOCUMENT CONTROLLER (7 Years Experience in DC)	المسمى الوظيفي

Percentage % النسبة المئوية للتقييم	Weak ضعيف 20%	Fair متوسط 40%	Good جيد 60%	Very Good جيد جدا 80%	Excellent ممتاز 100%	Factors المعايير
	100 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
80 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	English Proficiency إجادة اللغة الانكليزية
60 %	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Personality & Appearance الشخصية والمظهر
100 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Behavior & Maturity النضج والسلوك
80 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Mentality القدرة الذهنية
100 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Communication Skills مهارات الاتصال
100 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Work Knowledge الإلمام والمعرفة بالعمل
80 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Work Environment Adaptation التكيف مع بيئة العمل
80 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Leadership Skills القدرات القيادية
60 %	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Decision Making اتخاذ القرار
84 %	إجمالي النسبة المئوية للتقييم					

If Evaluation Percentage is less than 60%, then unacceptable:

في حال أن إجمالي النسبة المئوية للتقييم اقل من 60% لا يتم توظيفه.

Notes:

Accepted for DC work.

ملاحظات:

Direct Management Recommendation	توصيات الإدارة المعنية	HR & Admin. Director Recommendation	توصيات مدير الإدارة العامة للموارد البشرية والإدارية
Accepted <input checked="" type="checkbox"/>	مقبول <input checked="" type="checkbox"/>	Accepted <input checked="" type="checkbox"/>	مقبول <input checked="" type="checkbox"/>
Not Accepted <input type="checkbox"/>	غير مقبول <input type="checkbox"/>	Not Accepted <input type="checkbox"/>	غير مقبول <input type="checkbox"/>

Recommendation:

Mohammed Munas he know about QC work also current work in QC department as per phone interview he had can be work as a Disciple.

Date:	التاريخ:	Interviewer's Signature:	توقيع المقابل:	Interviewer's Name:	اسم المقابل:
04/06/2023				Sabhan Ali Doyo	

Notice: The candidate must be interviewed by two Employers (Direct Management & HR Recruiter)

ملاحظة: لابد أن يقوم بمقابلة المتقدم شخصين على الأقل (من الإدارة المعنية والموارد البشرية)

Original copy : Recruitment officer
Cc: Department Head Manager

الأصل: مسؤول التوظيف
صورة: مدير القسم

Human Resources and Administration Department

* Can be Join within one month currently in Riyadh also in our Range.

Certificate of Completion

This certifies that

MOHAMED MUNAS HANIFA

has completed

Intro to Submittals

Credit: 1 LU (Elective)
Course Type: On-Demand
Course No: PC-426-021924
Instructors: Janine Trinidad
Series: 1
Issued: October 19, 2025
Certificate No: eff6rorvarg5
View: <https://verify.skilljar.com/c/eff6rorvarg5>



A handwritten signature in black ink, appearing to read 'Tooley Courtemanche', written over a horizontal line.

Tooley Courtemanche, CEO

Certificate of Completion



MOHAMED MUNAS HANIFA

has completed

Procore Admin Part 1: Configure Settings

offered by

Procore Technologies

PROCORE

Issued: October 12, 2025

Certificate No: hkrvwdnbwoq8

View: <https://verify.skilljar.com/c/hkrvwdnbwoq8>

A handwritten signature in black ink, appearing to read 'Tooley Courtemanche'.

Tooley Courtemanche, CEO

Certificate of Completion



MOHAMED MUNAS HANIFA

has completed

Procore Admin Part 2: Configure Users & Projects

offered by

Procore Technologies

PROCORE

Issued: October 12, 2025

Certificate No: axm7v823jr56

View: <https://verify.skilljar.com/c/axm7v823jr56>

A handwritten signature in black ink, appearing to read 'Tooy Courtemanche'.

Tooy Courtemanche, CEO

Certificate of Completion



MOHAMED MUNAS HANIFA

has completed

Procore Admin Part 3: Manage Tools & Data

offered by

Procore Technologies

PROCORE

Issued: October 19, 2025

Certificate No: qkifiw2dt7uq

View: <https://verify.skilljar.com/c/qkifiw2dt7uq>

A handwritten signature in black ink, appearing to read 'Tooley Courtemanche'.

Tooley Courtemanche, CEO

Certificate of Completion



MOHAMED MUNAS HANIFA

has completed

Procore Certification: Engineer

offered by

Procore Technologies

PROCORE

Issued: Oct. 28, 2025

Certificate No: rznre25umtk8

View: <https://verify.skilljar.com/c/rznre25umtk8>

A handwritten signature in black ink, appearing to read 'Tooley Courtemanche', is written in a cursive style.

Tooley Courtemanche, CEO

Student Name: Mohamed Hanifa Mohamed Munas

E-mail: munasmhm@gmail.com

Access Expires:



Progress Report

Aconex Accredited Professional Learning Subscription

My History (6)

Last Accessed	Title	Type	Duration	Progress
03-NOV-25	Aconex Professional	Learning Path	01h:33m	100%
03-NOV-25	Reviewing documents	4.0 Course	21m	100%
03-NOV-25	Managing multiple documents	4.0 Course	26m	100%
03-NOV-25	Mail reporting	4.0 Course	15m	100%
03-NOV-25	Document Management made simple	4.0 Course	25m	100%
03-NOV-25	Aconex Accreditation Program	4.0 Course	9m	100%

My Certifications Earned (0)

Certification	Earned
No completed certifications found.	

Live Sessions Attended (0)

Certification	Earned
No live sessions attended found.	

Questions? Contact Oracle Training and Certification.

