

# AL DIMAR LAIMUDDIN

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## PROFESSIONAL SUMMARY

Senior Document Controller | EDMS Administrator | Document Control Specialist | Engineering Document Controller | Aconex Administrator with 10+ years of experience in construction, infrastructure, and luxury real estate projects across Saudi Arabia. Specialized in Oracle Aconex, engineering document management, ISO 9001 compliance, technical submittals, RFI tracking, vendor document control, and project closeout documentation. Proven ability to manage high-volume documentation, streamline workflows, and support contractor–consultant coordination. Experienced in giga projects including Diriyah, Red Sea Global, and AMAALA developments.

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## TECHNICAL SKILLS

- Oracle Aconex
- EDMS Administration
- SharePoint
- Microsoft Excel (Pivot Tables, VLOOKUP, Reporting)
- Document Control Procedures (DCP)
- ISO 9001 Documentation Control
- Engineering Document Management
- Vendor Document Control
- Transmittal Management
- Submittal Log Management
- Drawing Register Management
- Document Register Maintenance
- Aconex Workflow Configuration
- QA/QC Documentation
- Document Numbering Systems
- Turnover & Handover Dossiers

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## CORE COMPETENCIES

- Document Lifecycle Management
- Technical Submittals & Shop Drawings
- RFI & Transmittal Tracking
- As-Built Documentation
- Revision Control & Version Management
- Project Closeout Documentation
- Audit Preparation & Support
- Contractor & Consultant Coordination
- Workflow Optimization
- Document Archiving & Retrieval
- Interface Management
- Engineering Deliverables Tracking

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## PROFESSIONAL EXPERIENCE

### Document Controller | Salini Saudi Arabia (Webuild) | Riyadh, Saudi Arabia | June 2024 – Present

- Managed 10,000+ project documents including drawings, RFIs, and technical submittals using Oracle Aconex
- Reduced document turnaround time by 20% through workflow optimization
- Generated weekly reports tracking 500+ active submissions
- Maintained 100% audit compliance with document control procedures
- Coordinated documentation between 15+ stakeholders including consultants and subcontractors
- Ensured proper document lifecycle from submission to project closeout
- Maintained document registers, submittal logs, and transmittal tracking
- Supported engineering teams with document numbering and revision control

### Document Controller | Abdullah Bin Taleb for Swimming Pools Co. | Riyadh, Saudi Arabia | July 2020 – June 2024

- Processed 3,000+ technical submittals across luxury hospitality projects
- Improved document retrieval efficiency by 30% through structured registers
- Supported documentation for 100+ pool and leisure facility projects
- Maintained zero overdue submissions for critical deliverables
- Managed contractor and consultant document coordination

- Prepared as-built and handover documentation
- Maintained submittal logs and drawing registers
- Ensured compliance with QA/QC documentation requirements

**Document Controller | Kayan Al Tanfeez Co. | Riyadh, Saudi Arabia | February 2019 – June 2020**

- Managed document control for 5 concurrent construction projects
- Produced weekly and monthly reports covering 1,000+ active documents
- Reduced document errors by 25% through revision control checks
- Coordinated document flow between site teams, consultants, and clients
- Ensured compliance with project document control procedures
- Maintained document registers and tracking logs

**Document Controller | Kayan Al Aamal Co. | Riyadh, Saudi Arabia | August 2015 – December 2018**

- Controlled project documentation lifecycle from initiation to closeout
- Prepared complete handover documentation packages
- Supported audits resulting in zero documentation non-conformance
- Managed drawing registers, RFIs, and submittal tracking
- Assisted technical teams with document preparation and archiving

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**PROJECT EXPERIENCE**

- **Diriyah Company** – Diriyah Square (Super Basement)
- **Red Sea Global** – Shura Island (Golf Villas, Clubhouse)
- **TRSDC** – Ummahat Al Shaykh Islands (St. Regis, Ritz-Carlton)
- **AMAALA** – Six Senses & Rosewood Resorts
- **Boulevard Riyadh City** – Pools & Fountain Systems
- **MISK** – Non-Profit City
- **Private Villas** – 500+ swimming pool projects in KSA

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**SOFT SKILLS**

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|----------------------------|-----------------------|
| • Attention to Detail      | • Team Collaboration  |
| • Time Management          | • Deadline Management |
| • Stakeholder Coordination | • Adaptability        |
| • Communication Skills     | • Confidentiality     |
| • Problem Solving          | • Proactive Follow-up |

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**EDUCATION**

**Bachelor of Science in Commerce** | Universidad de Zamboanga, Philippines | 04/2005

**Associate Degree in Computer Science** | STI College, Philippines | 04/2007

**Computer Programming NC IV (TESDA Accredited)** | STI College, Philippines | 11/2007