



MUHAMMAD SHERYAR

DOCUMENT CONTROLLER & ASSET TAGGING MANAGEMENT OFFICER

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ABOUT ME

Experienced Document Controller and Administrative Support Specialist with a strong background in managing documentation, asset tagging, and compliance across major projects including NEOM, Haradh, and Neelum Jhelum Hydropower. Skilled in Aconex bulk processing, ISO-compliant workflows, and maintaining organized filing systems for accurate tracking and retrieval of records. Proven ability to supervise asset tagging for HVAC, plumbing, and electrical systems, ensuring precise lifecycle management and reporting. Recognized with multiple Certificates of Appreciation by NEOM, AECOM, and Tamimi for outstanding performance and reliability. Adept at supporting engineering and HSE teams, coordinating meetings, and delivering administrative services including scheduling, travel arrangements, and professional office management. Demonstrated expertise in data entry and database accuracy, contributing to efficient project execution and compliance excellence.

WORK EXPERIENCE

Tamimi Global Company - NEOM Projects | Qiddya Projects Riyadh Saudi Arabia | Sep 2023 - Present

DOCUMENT CONTROLLER & ASSET TAGGING MANAGEMENT OFFICER

- Managed document workflows for NEOM projects (Professional Village, Tiran Island, Oxagon (20K) Project Qiddya Riyadh (20K) Project).
- Supervised asset tagging for HVAC, plumbing, and electrical systems.
- Uploaded, updated, and superseded documents using Aconex bulk processing.
- Prepared transmittals, maintained logs, and ensured compliance with ISO standards.
- Coordinated weekly safety and estimating meetings.
- Awarded multiple Certificates of Appreciation by AECOM, Tamimi, and NEOM for outstanding performance.
- Maintained organized document control system ensuring accurate filing, tracking, and retrieval of project records
- Maintained asset database with real-time updates on status, location, and lifecycle information
- Generated routine reports on document status, asset movements, and compliance performance
- Created and updated asset tagging records to support accurate equipment and inventory tracking
- Reviewed, verified, and logged incoming and outgoing documents in accordance with company standards

CHINA PETROLEUM PIPELINE ENGINEERING (CPP NGCP) | Harad Saudi Arabia | Oct 2022 - Jul 2023

ASST.DOCUMENT CONTROLLER

- Handled project documentation and approvals.
- Maintained records and ensured compliance.
- Assisted engineering and HSE teams with document flow.
- Recognized for professionalism and teamwork by project management.
- Maintaining accurate filing systems for all technical and project documentation
- Updating document registers and logs to track revisions and current document status
- Preparing reports on document status, pending approvals, and outstanding revisions

CGGC & CMEC - NEELUM JHELUM HYDROPOWER PROJECT | Pakistan | Apr 2021 - Jun 2022

ADMINISTRATIVE ASSISTANT

- Managing calendars and scheduling meetings for staff and executives
- Coordinating travel arrangements and preparing related itineraries
- Maintaining organized filing systems for digital and physical documents
- Answering phone calls and directing inquiries to appropriate personnel
- Processing incoming and outgoing mail and packages
- Supporting office supply inventory and placing replenishment orders
- Assisting with data entry and database updates as needed
- Greeting visitors and ensuring a professional, welcoming office environment
- Providing administrative support during meetings, including minutes and follow-ups

CGGC & CMEC - NEELUM JHELUM HYDROPOWER PROJECT | Pakistan | May 2020 - Mar 2021

DATA ENTRY OPERATOR

- Update and maintain records to ensure current and organized information
- Verify data for accuracy, completeness, and consistency before submission
- Prepare and sort documents for data entry processing
- Generate simple reports from entered data for team use
- Ensure timely completion of daily and weekly data entry tasks

EDUCATION

AJK BISE MIRPUR BOARD | Muzaffarabad | 2017

INTERMEDIATE

- Completed Intermediate with a strong academic record.
- Consistently ranked among the top performers in class.
- Actively participated in academic competitions and seminars.
- Excelled in Intermediate with a top-tier academic track record.

GOVT BOYS HIGH SCHOOL BATANGI | 2015

MATRIC

- Completed Matric with strong academic performance.
- Achieved distinctions in Biological Sciences and Mathematics.
- Ranked in the top tier of the graduating class.
- Recognized for excellence in final board examinations.

LINK

LinkedIn

<https://linkedin.com/in/muhammad-sheryar-aa9733257>

SKILLS

Aconex Software (Oracle Accredited Associate)

Microsoft Office & Advanced Excel (Dashboards, Automation)

Problem-Solving & Time Management

Administration Support (Timesheets, Office Records, Permit Handling)

Communication & Coordination

Asset Tagging (HVAC, Electrical, Plumbing)

Workflow Optimization & Compliance

Document Management Systems (EDMS, ISO 9001:2015 QMS)

Technical Writing & Reporting

Safety & Permit Management (Internal WPR, HSE compliance)

LANGUAGES

URDU

ENGLISH

ARABIC

PERSONAL DETAILS

Nationality

Pakistan

Date of birth

14 Jan 2001

Visa status

Transferable

Marital status

Married

COURSES

ACONEX ACCREDITED ASSOCIATE | ORACLE UNIVERSITY | Jan 2023 - Aug 2023

DOCUMENT CONTROL FROM PRINCIPLES TO PRACTICE | ALISON | Jan 2025 - May 2025

ISO 9001 2015 QUALITY MANAGEMENT SYSTEM ESSENTIALS | ALISON | Jan 2025 - Nov 2025

ADVANCED MICROSOFT EXCEL | IICA COMPUTER EDUCATION | Jan 2025 - Jun 2025

From Excel to Power BI | COURSERA | Jan 2023 - Jun 2023

HP LIFE CERTIFICATIONS IN INVENTORY MANAGEMENT, DATA SCIENCE & ANALYTICS, BUSINESS EMAIL, AGILE PROJECT MANAGEMENT, IT FOR BUSINESS SUCCESS

|Jan
2025 - Jun
2025

DIPLOMA IN BASIC IT (MS WORD, EXCEL, POWERPOINT, AND ACCESS) | Jan 2017 - Jun 2017

HOBBIES

WRITING READING BOOKS PLAYING FOOTBALL PHOTOGRAPHY TRAVELING