

# MUHAMMAD SALMAN

## QA/QC Coordinator & Documents Controller

### DETAILS

**Email:** [sm9100124@gmail.com](mailto:sm9100124@gmail.com)

**Contact:** +966504963761

**Address:** Riyadh, Saudi Arabia

**Iqama Status:** Valid & Transferable

**Availability:** Immediate

### SKILLS

- Documents Control  
◆◆◆◆
- Aconex Administration  
◆◆◆◆
- Drawing Control  
◆◆◆◆
- Submittals & Transmittals  
◆◆◆◆
- RFI Management  
◆◆◆◆
- MIR, Delivery Notes  
◆◆◆◆
- ISO 9001 Compliance  
◆◆◆◆
- MS Office (Logs, Trackers, Registration)  
◆◆◆◆
- Client & Consultant Coordination  
◆◆◆◆

### LANGUAGE

- English  
◆◆◆◆
- Urdu  
◆◆◆◆

### REFERENCES

Reference available upon request

## SUMMARY

Results-driven QA/QC Coordinator & Documents Controller with 6+year of experience in construction and engineering project in Saudi Arabia. Expertise in Aconex, EDMS, SharePoint, documents control procedures, ISO 9001, and client Compliance. Proven ability to manage high-volume technical documents, ensure version control, timely submissions and audit-ready records. Strong Coordination with engineers, consultants and contractors to support smooth project execution.

## EDUCATION

2023 — 2024

### Cost and Management Accountant

ICMA, Multan Pakistan

2023-2023

### Al Huda Technical Training Institute Multan

Diploma in IT

2018 — 2022

### Al Falah Higher Secondary School Alipur Pakistan

Matric in Science

FSC in Computer Science

## PROFESSIONAL CERTIFICATIONS AND TRAINING

Human Resources & Management - Uni Athenea  
Cambridge University

Digital Marketing - DigiSkills Pakistan

Graphics Designing - DigiSkills Pakistan

Soft Skills Training - Pakistan

## EXPERIENCE

## Telecom QA/QC Coordinator/Documents Controller

**NESMA United Industries Company, Saudi Arabia**

**Project Location: Triple Bay Rosewood Project AMAALA (RED SEA GLOBAL) Alwajh Tabuk.**

Managed and controlled **telecom QA/QC documentation** including **cable test reports, WIRs, MIRs, Method Statements, ITPs**, and as-built drawings in compliance with project requirements.

Conducted quality inspections for telecom systems such as **fiber optic (FOC)**, structured cabling, **CCTV, access control**, and **BMS** interfaces to ensure installation meets approved standards.

Coordinated with site engineers and contractors for submission and approval of inspection requests (**WIRs**) and ensured timely closure of comments.

Maintained document control system by tracking revisions, transmittals, and approvals, ensuring only latest documents are used on site.

Verified cable testing activities including continuity test, insulation resistance (IR), **OTDR testing**, and ensured reports are properly documented and approved.

Supported QA/QC audits and telecom inspections by providing complete documentation and compliance records as per project specifications.

Ensured all telecom installations comply with approved **shop drawings**, project specifications, and client requirements.

## Documents Controller

**MAS Engineering Construction Company, Saudi Arabia**

**Project Location: Turtle Bay Village Hospital Project & Beach Huts Project (RED SEA GLOBAL) Umluj Tabuk.**

Managed **10000+ project documents** including drawing, RFIs, submittals, and transmittals using **Aconex**.

Maintained **100% version control** and documents traceability in compliance with **ISO standards**.

Coordinated with **Engineering, QA/QC, Procurements and Site teams** to ensure timely approvals.

Reduced documents retrieval time by **30%** through

improved filings and indexing system.

## **Documents Controller**

**China Solar Power Plant Al Henakiyah, Saudi Arabia**  
**Project Location: 165 (MWA) Solar Power Plant Al Henakiyah AL Madinah.**

Manage and control all project documentation through **Aconex** and internal system, ensuring proper version control, accuracy, and timely distribution to all departments.

Handle **logistics-related documents** such as delivery notes, **material inspection requests (MIRs)**, and shipment records to ensure proper tracking and traceability

Tracked and monitored incoming and outgoing documents to maintain a clear **audit trail**.

Maintain organized filing systems (**electronic and hard copies**) for **project, procurement, and logistics documents**.

## **Documents Controller**

**Assala Al Najad Construction Company, Saudi Arabia**  
**Project Location: ARAMCO Oil Gas Power Plant NO.6 & ARAMCO Oil Gas Power Plant NO.7 Al Dawadmi.**

**Reviewed documents for accuracy, completeness, and formatting** prior to processing and filing.

Worked closely with **project managers**, engineers, and other departments to coordinate documentation needs.

Handled document **transmittals, submittals**, and approvals, ensuring timely delivery and feedback.

Maintained confidentiality and security of sensitive documents and records.

Created and **updated logs, registers, and document templates** to support **workflow efficiency**.



## MAIL TYPE

Workflow Transmittal

## MAIL NUMBER

TRS03C04-WTRAN-039105

## REFERENCE NUMBER

TRS03C04-WTRAN-039105

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**Final (WF-012498) MAS\_ECC\_CP\_R03C04\_C12\_CV Document Controller – Muhammad Salman**

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**From** Tamer Elsohity - The Red Sea Development Company

**To (6)** Mr Rene Kalaw - MAS Engineering & Construction Company Ltd.  
Ahmed Elrashidy - The Red Sea Development Company  
Tamer Elsohity - The Red Sea Development Company  
Naveed Malik - The Red Sea Development Company  
Selvakumar Ponniah - The Red Sea Development Company  
Gilda Ambubuyog - The Red Sea Development Company

**Cc (4)** Mr Muthalib Arif - MAS Engineering & Construction Company Ltd.  
Mohamed Sabry - MAS Engineering & Construction Company Ltd.  
Mr Hossam Soliman - MAS Engineering & Construction Company Ltd.  
Ali Hassan - The Red Sea Development Company

**Sent** Thursday, 27 November 2025

## MESSAGE

## Workflow Review History

The attached documents have completed the "MAS\_ECC\_CP\_R03C04\_C12\_CV Document Controller – Muhammad Salman" workflow with the following results :

*This transmittal was automatically generated.*

Doc No	Step	Participant	Review Outcome	Comments
R03-C04C12-ECC-CVE-PM-0047	DC_Check	G Ambubuyog	Accepted	
	PKG_Lead	S Ponniah	Accepted with Comments	Accepted with 3 months' probation period, related to the performance
	Dir_Project	T Elsohity	Accepted	

# Document Transmittal Form

RSG-DC-FRM-0001



## General Information

Destination:	Red Sea Global - RSG		
To:	Project Director	Transmittal No.:	R03-C04C12-ECC-CVE-PM-0047 Rev-C0
Name:	Michael Mcloughlin	Date:	26-Nov-2025
From:	MAS Engineering and Construction Company Ltd - MAS ECC	Project/Department:	R03-C04C12-TRS-CON-CM-0001
Address & Tel. No.:	KSA	Aconex Ref No.:	R03-C04C12-ECC-CVE-PM-0047 Rev-C0
Email:	michael.mcloughlin@redseaglobal.com		

## The following is being transmitted:

<input type="checkbox"/>	Drawings	<input type="checkbox"/>	Specifications	<input type="checkbox"/>	Samples	<input type="checkbox"/>	Copy of Letter
<input type="checkbox"/>	Plans	<input type="checkbox"/>	Shop Drawings				
<input checked="" type="checkbox"/>	Others ( <i>Please specify</i> )	CV Document Controller- Muhammad Salman					

Copies	Document No.	Description
1	R03-C04C12-ECC-CVE-PM-0047	CV Document Controller- Muhammad Salman

## Transmitted via

Hand Delivery  Registered Mail (Aconex)  Courier

## Status

For Accepted  For Information  For Acknowledgment  
 For Your Use  Accepted as Submitted  Returned Corrected Prints  
 For Review and Comment  Accepted as Noted  Returned for Corrections  
 As Requested  Resubmit Copies for Accepted  Others (*Please specify*)

## Remarks

## Acknowledgement

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

20-Nov-25  
Date



شركة ماس الهندسة والانشاء المحدودة  
MAS Engineering and Construction Company Ltd

رأس المال 500.000 ريال سعودي  
ذات مسؤولية محدودة  
CR:2050119421

30-April-2024

Due Date	
Response	YES

Ref. No.- 301101

TO WHOM-SO-EVER IT MAY CONCERN

This Certifies that, to our complete satisfaction, **Mr. MUHAMMAD SALMAN ZAFAR HUSSAIN** worked as a **DOCUMENTS CONTROLLER** for our organization from January 2025 to December 2025. We saw him to be a true, honest, diligent and committed worker during his employment, with professional demeanor and excellent job expertise. He has a pleasant attitude and good character. We don't mind if he moves up to a more senior role and doesn't have any obligations to our business.

Thanks & Regards,  
For MAS Engineering & Construction Company Ltd.

Mohamed Ramadan Altabakh.  
Contractor Representative





**MAS Engineering and Construction Co.**

**Turtle Bay Hospital Project  
R03-C04510**



*This Certificate is presented to*

**MUHAMMAD SALMAN**

**Documents Controller**

**Iqama No.2594220606**

*In recognition of his outstanding Documents  
Controller Performance in Turtle Bay Hospital  
Red Sea*

*January 2025*

A blue ink signature of Imran Khan.

**Imran Khan**  
HS Manager

A blue ink signature of Mohamed Sabry.

**Mohamed Sabry**  
Project Manager

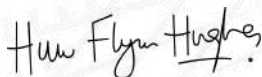
11, March 2025

**Muhammad Salman**

has successfully completed

## **Basics in Human Resource Management**

This course has been developed and delivered by UniAthena in partnership  
with Cambridge International Qualifications, UK



**Huw Flynn Hughes**

Responsible Officer | Cambridge International Qualifications, UK

Scan to verify this certificate



Blockchain ID  
2816-7836-8493

# CERTIFICATE

Certificate No: **d7a8da85**

## — of Completion —

This is to certify that

***Muhammad Salman***

S/o Zafar Hussain, having CNIC # 3230172994663, has successfully completed the

### Soft Skills Training

"This certification is recognized by **OEC & ICMPD** for enhancing employability skills and career readiness."

Training Duration: **4 Hours**

Completion Date: **November 15, 2025**

**Ms. Marija Raus**

Head of Region Silk Routes, ICMPD



**Mr. Naseer Khan Kashani**

Managing Director, OEC



# TRAINING CERTIFICATE

**MUHAMMAD SALMAN**

has completed the training in **GRAPHIC DESIGN** course under DigiSkills Training Program  
DSTP2.0-BATCH-01 Feb 2022-May 2022

  
Rector, Virtual University

  
CEO, Ignite