

# **MUHAMMAD ADEEL**

**Document Controller | HR & Admin Professional**

**Location:** Riyadh, Saudi Arabia (Willing to relocate)

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**Status:** Transferable Iqama | **Nationality:** Pakistani

## **PROFESSIONAL SUMMARY**

Highly organized Document Controller with 10+ years of experience **specializing in end-to-end documentation lifecycles**. Expert in implementing automated digital archiving systems in Aconex and SharePoint, maintaining 100% compliance with **ISO 9001 standards**, EPC and infrastructure projects across Saudi Arabia and Pakistan. Currently managing end-to-end documentation for the **SEPCO Jafurah Desalination Project** in strict compliance with **Saudi Aramco standards (SAES/SAEP)**. Expert in **Aconex**, EDMS, and AutoCAD, with a proven track record of managing complex technical submittals, RFIs, and as-built drawings. Combines technical document control expertise with a strong background in **HR Administration and Commercial Operations**, including large-scale payroll management and IPC processing. Committed to maintaining audit-ready project records and streamlining communication between contractors, consultants, and clients.

## **CORE COMPETENCIES**

- **Document Control:** Aconex, EDMS, SharePoint, Technical RFI Tracking, Milestone Reporting, Transmittals (External/Internal), Submittals, ITPs (Inspection Test Plans), As-Built Drawings, NCRs (Non-Conformance Reports), MIRs (Material Inspection Requests), Digital Archiving, AutoCAD Drafting.
- **HR & Administration:** Employee Lifecycle Management, Recruitment, Compliance, Subcontractor Billing, Payroll Processing (PKR 5-12 Crore), Invoice Verification, Recruitment & Onboarding, Timesheet Verification, Leave Management, Employee Records, Interviewing,
- **Technical & Soft Skills:** Advanced MS Excel (PivotTables, Financial Formulas, Data Analysis, Charts, Reports, VLOOKUP/XLOOKUP), Microsoft Word (Advanced), Microsoft PowerPoint, Microsoft Outlook, Microsoft Office Suite, Adobe Acrobat Pro, PDF-Exchange Editor, CorelDRAW, AutoCAD, Canva, Aconex Specialist, Workflow management, Project collaboration, Document Control, version control, standard compliance, EDMS (General), SharePoint, SAP FICO, Oracle ERP, QuickBooks, OneDrive/Google Drive, ISO 9001:2015 Standards.

## PROFESSIONAL EXPERIENCE

### **Document Controller | SEPCO (PowerChina) – Jafurah Desalination Project | Dammam, Saudi Arabia**

***November 2023 – February 2026***

Working as a subcontractor to SEPCO on this prestigious Saudi Aramco project, responsible for end-to-end document control and commercial documentation support.

#### **Key Responsibilities & Achievements:**

- Manage the complete document lifecycle for the Jafurah Desalination Project using **Aconex**, ensuring all technical submittals, shop drawings, RFIs, and method statements are processed, tracked, and archived in compliance with **Saudi Aramco standards (SAES/SAEP)**.
- Interface daily with **SEPCO's Document Control Team** and **TRACTEBEL Engineering Consultant** to submit documents for approval, track review cycles, and resolve transmittal discrepancies to prevent site delays.
- Prepare and issue **external transmittals** to the main contractor (SEPCO) and client (Saudi Aramco), maintaining strict version control for all AFC (Approved for Construction) and As-Built drawings.
- Maintain quality documentation including **ITPs (Inspection Test Plans)**, NCRs (Non-Conformance Reports), and MIRs (Material Inspection Requests), ensuring all records are audit-ready.
- Generate weekly and monthly **document status reports** for project management, highlighting pending approvals and potential bottlenecks.

### **Document Controller | LEVELS CONTRACTING- DSQ MUR Project | Riyadh KSA**

***December 2021– August 2023***

Worked on the DSQ MUR Project (Diplomatic Quarter – Ministry of Urban & Rural Affairs) in Riyadh, managing all project documentation for a prominent Saudi contracting company specializing in infrastructure and building works.

#### **Key Responsibilities & Achievements:**

- **Documentation Management:** Controlled a repository of **1,500+ shop drawings** and material submittals via Aconex; processed **50+ daily document transactions** while maintaining a 100% accuracy rate for IFC and As-Built versions.
- Managed all project documentation in **Aconex**, including **shop drawings, material submittals, and method statements**, ensuring timely submission to consultant and client.
- Processed and tracked **RFIs (Requests for Information)** and **NCRs (Non-Conformance Reports)**, maintaining detailed logs and ensuring closure within project timelines.
- Prepared **internal and external transmittals** with strict **version control** for **IFC (Issued for Construction)** and **As-Built drawings**.
- Generated **weekly and monthly document status reports** using **Advanced Excel**, providing visibility on submittal approvals and pending items for project management.
- Supported **project close-out** by compiling **As-Built drawings** and **O&M manuals** for final handover to the client.

### **Admin HR & Document Controller | China Gezhouba Group Company (CGGC) – Suki Kinari Hydro Power Project 884MW | Mansehra, Pakistan**

*May 2017 – October 2021*

- **Payroll Management:** Spearheaded payroll distribution for a workforce of **3,000+ employees**, securely managing cash transactions of **PKR 5–12 Crore per cycle** with 100% accuracy.
- **Payment Processing:** Verified and processed over **254 milestone payments**, coordinating with **Owner's Engineers (OE)** for financial sign-offs and approval documentation.
- **Records Management:** Managed all **QA/QC documentation**, maintaining **audit-ready** digital and physical filing systems in compliance with project quality standards.
- **HR Operations:** Managed the full **employee lifecycle** including recruitment, onboarding, attendance tracking, and leave management for a large workforce.
- **Technical Reporting:** Prepared detailed consolidation and backfill data reports from field slips into master financial spreadsheets using **Advanced Excel**.

### **Office Assistant / Document Controller | China Gezhouba Group Company (CGGC-CMEC) | Neelum Jehlum Hydro Power Project 970MW**

*March 2015 – March 2017*

Worked in the Administration Department, handling manual document control systems and providing logistics support for project operations.

- Managed all project documentation using a **manual filing system**, including technical drawings, contracts, and correspondence, with proper indexing and easy retrieval.
- Maintained **inward and outward registers** for incoming and outgoing documents, tracking transmittals, submittals, and RFIs with strict version control.

- Assisted the **Administration Department** with daily office operations, correspondence drafting, meeting minutes, and employee attendance records.
- Supported **logistics operations** by maintaining records of material deliveries, inventory tracking, and vehicle movement logs.
- Prepared daily and weekly activity reports for management, highlighting document status and pending tasks.

## EDUCATION

- **Master of Commerce (M. Com) in Accounts** –Jinah College of Commerce and Management Science, Hazara University, Mansehra KPK Pakistan
- **Bachelor of Commerce (B. Com) in Accounts** – Govt. College of Commerce and Management Science, Hazara University, Mansehra KPK Pakistan
- **Diploma in Office Secretarial Practice Groups (D. Com)** – Govt. College of Commerce and Management Science Mansehra, BTE Peshawar, KPK Pakistan
- **SSC (Matriculation)** – Govt. High School for Boys (NO.3) Mansehra, BISE Abbottabad, KPK Pakistan

## CERTIFICATIONS & AWARDS

- **Certified Excel Formulas & Functions Specialist** (Financial Modeling focus)
- **ISO 9001:2015** Quality Management System Awareness
- **ISO 22000:2018** Food Safety Management Systems Awareness
- **Royalty Accounts Fundamentals Certification**
- **Cybersecurity essentials** for the UK Workforce
- **AI 900 Certification for beginners**
- **Best Performance Award** in Administration Field

## LANGUAGES

- URDU
- ENGLISH
- ARABIC