

MAHFOOZ ALAM

Document Controller (Aconex Specialist)

Address: Riyadh, Saudi Arabia
Phone: +966572432445
Email: alammahfooz607@gmail.com
Nationality: Indian
Iqama: Transferable Iqama



Mahfooz_alam_linkedin

SUMMARY

Highly proficient Document Controller with over 10+ years of experience supporting major projects, including Qiddiya and Red Sea Global. Skilled in Oracle Aconex, R-Drive, and SharePoint, with expertise in document submission, numbering, sorting, filing, storage, and retrieval of both electronic and hard copy documents for technical teams and project departments.

WORK EXPERIENCE 13 Years, Experience

Document Controller

First Gulf Company, Riyadh, KSA

Jun 2024 – Present

- Manage and control all project documentation using systems such as Oracle Aconex, R-Drive, and SharePoint.
- Prepare, review, and submit documents through Aconex in line with project requirements and deadlines.
- Maintain accurate document numbering, version control, and revision tracking systems.
- Coordinated Electronic Document Management System (EDMS) with strong technical knowledge.
- Shared documents at key times to facilitate timely project completion.
- Weekly Progress (Report) Presentation & Monthly Report making and Submit to Consultant on Aconex.
- WIR and MIR Submit to Consultant on Aconex & Shared documents at key times to facilitate timely project completion.
- Ensure proper classification, sorting, filing, and archiving of both electronic and hard copy documents.
- Monitor document workflows, including submissions, approvals, and distribution to relevant stakeholders.
- Coordinate with engineering, technical teams, and departments to ensure timely document submission and updates.
- Maintain document registers and logs (incoming/outgoing documents, transmittals, drawings, etc.).
- Support project teams with document control processes and system training when required.
- Shop Drawing, MAT, MST, BIM-360, RFI, WIR, MIR and Pre-Qualification and Outgoing letter and Incoming letter Submit on Aconex.

Document Controller

Saudi Taab Contraction Co., Riyadh, KSA

Dec 2013 – Jun 2024

- Administered document control systems including SharePoint and R-Drive for project documentation.
- Controlled the full document lifecycle, including creation, review, approval, distribution, and archiving.
- Prepared and managed document transmittals for internal and external communication.
- Coordinated closely with engineers, consultants, and project teams to support documentation requirements.
- Maintained accurate and up-to-date document registers, logs, and tracking systems.
- Retrieved and distributed documents upon request in a timely and efficient manner.
- Identified and resolved document control issues to improve workflow efficiency.
- Supported the implementation of document control procedures and best practices across the project.
- Monitored document workflows and followed up with stakeholders to ensure timely approvals and submissions.

Key Projects:

- Red Sea Global (RSG) Shura Island Hotel – Umluj-K.S.A.
- Six Flags Qiddiya Theme Park – Riyadh-K.S.A.
- Vox Cinema Esplanade Riyadh-K.S.A.
- King Faisal Air Academy – Majmaah-K.S.A.
- King Faisal Specialist Hospital – Madinah-K.S.A.
- Marafiq Housing – Jubail-K.S.A.
- Galleria Mall – Jubail-K.S.A.

EDUCATION

- B.A Art Graduation – Veer Bahadur Singh Purvanchal University Jaunpur UP, India (2012)
- **Grade:** Very Good

CERTIFICATIONS

- Advance Diploma in Computer Application – A.K Computer Education, India – 2010
- Essentials in Document Control Management (EDCM) – Excellence Management, Qatar – 2021
- Aconex Certified Professional – Oracle University, USA – 2020
- Oracle Data Integrator Essentials – Mind luster, UK – 2023
- Microsoft Excel Certified Professional – Mind luster, UK – 2023

TECHNICAL SKILLS

- Aconex
- SharePoint
- MS Office
- RMS – Resident Management System
- MS Excel
- R-Drive – Software

PERSONAL INFORMATION

- **Nationality:** Indian
- **Date of Birth:** October 12, 1988
- **Religion:** Islam
- **Residency:** Transferable Iqama
- **Sex:** Male
- **Marital Status:** Married

LANGUAGES

- **Hindi:** Native
- **English:** Fluent
- **Arabic:** Basic

Stuart Jackson
RSG- RED SEA DESTINATION

Final (WF-062147) CP_R06HW1C05_Contractor_CV...
WORKFLOW TRANSMITTAL

YESTERDAY
TRS06HW1-WTRAN-160221



MAIL TYPE
Workflow Transmittal

MAIL NUMBER
TRS06HW1-WTRAN-160221

REFERENCE NUMBER
TRS06HW1-WTRAN-160221

Final (WF-062147) CP_R06HW1C05_Contractor_CV_Review*_Curriculum Vitae for Document Controller - (Mahfooz Alam)

From Stuart Jackson - The Red Sea Development Company


To (5) Mr Mahfooz Vakil - First Gulf Company
Marc Janho - The Red Sea Development Company
Amathu Muthukrishnan - The Red Sea Development Company
Stuart Jackson - The Red Sea Development Company
Muhammad Hafeez - The Red Sea Development Company

Cc (9) Mr Abdullah Almatari - First Gulf Company
Mr Kamal Ibrahim - First Gulf Company
Jamaldeen Sinnamydeen - The Red Sea Development Company
Nathan Lewis - The Red Sea Development Company
Mr Mohamed Jabbar - The Red Sea Development Company
Andrew Eagleton - The Red Sea Development Company
Wael Elrefaey - The Red Sea Development Company
Ala Baker - The Red Sea Development Company
Wai Chew - The Red Sea Development Company

Sent Monday, 13 April 2026 6:03:27 PM AST (GMT +03:00)

Status N/A

DOCUMENT ATTACHMENTS (1)

(0 selected)				
File	Document No	Revision	Title	Status
	R06-HW1C05-FGC-CVE-PM-0039	C0	Curriculum Vitae for Document Controller - (Mahfooz Alam)	Accepted

ATTRIBUTES

Attribute 1 Site Wide



MESSAGE

Workflow Review History


The attached documents have completed the "CP_R06HW1C05_Contractor_CV_Review*_Curriculum Vitae for Document Controller - (Mahfooz Alam)" workflow with the following results :

This transmittal was automatically generated.

Doc No	Step	Participant	Review Outcome	Comments
R06-HW1C05-FGC-CVE-PM-0039	RSG_DCQC_CHK	M Hafeez	Accepted	
	RSG_PkgLead	A Muthukrishnan	Accepted	
	RSG_Final_Response	S Jackson	Accepted	





ALAM, Mahfooz



Documents Controller

SAT



SAT38046

NATIONALITY:	Indian	حسبه
Nat. ID/Iqama No	2355084159	الإقامة الهويه
Blood Type:		فصله الده

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MAHFOOZ ALAM M. VAKIL
 S54-38046



شهادة الخبرة
Experience Certificate

This is to certify that **Mr. Mahfooz Alam**, an Indian National holding ID number 2355084159. Worked with Saudi Taab Contracting Co. as a Documents Controller from **13 Dec,2012** till **10 June,2024**. He bears good behavior and cooperative with colleagues, we wish him the best of luck for his bright future endeavors.

هذا لتأكيد أن السيد محفوظ علم ، هندي الجنسية يحمل رقم الهوية 2355084159. عمل مع شركة تاب السعودية للمقاولات كمراقب للوثائق من 13 ديسمبر 2012 حتى يونيو 2024. يتحلى بحسن السلوك 10 والتعاون مع زملائه ، نتمنى له كل التوفيق في مساعيه المستقبلية المشرق.

تم إصدار هذه الشهادة بناءً على طلبه ولم يتبق الآن أي شيء يمكن المطالبة به بين الطرفين

This certificate has been issued upon his request and now nothing left claimable between both parties.


سراج علي أبو السعود
Seraj Ali Abu Al Saud
مدير الموارد البشرية



Human Resources

Serial No.
1962587

अनुक्रमांक / Roll Number
1859062412

वीर बहादुर सिंह पूर्वांचल विश्वविद्यालय,
Veer Bahadur Singh Purvanchal University, Jaunpur, जौनपुर



कला स्नातक

प्रमाणित किया जाता है कि मो.महफूज अंसारी

आत्मज / आत्मजा श्री मो.वकील अंसारी

एवं श्रीमती चांदतारा खातून

को इस विश्वविद्यालय से वर्ष 2012 की परीक्षा उत्तीर्ण होने पर कला स्नातक की उपाधि द्वितीय श्रेणी में प्रदत्त की गयी है

महाविद्यालय एस.डी.जे.पी.जी.कॉलेज, चंदेश्वर, आजमगढ़

Bachelor of Art

This is to certify that MD MAHAFOOZ ANSARI

son/daughter of Shri MD VAKIL ANSARI

and Smt. CHANDTARA KHATUN

has been conferred the Degree of Bachelor of Art in this University in the year 2012 and that he/she was placed in the SECOND Division

College: S.D.J.P.G.COLLEGE, CHANDESHWAR, AZAMGARH



वीर बहादुर सिंह पूर्वांचल विश्वविद्यालय

जौनपुर, उत्तर प्रदेश, भारत

Veer Bahadur Singh Purvanchal University
Jaunpur, Uttar Pradesh, India.

दिनांक/Date Sept-2012

(Signature)
Vice Chancellor



Ref. No. AK/EI/77/10

A.K. Computer Education

Makes Way for your success

Certificate



D.O.B : 14-02-1992

This is to certify that Mr./Mrs./Miss: MD. MAHFOOZ ANSARI S/O MD VAKIL ANSARI
has successfully completed ADV. DIPLOMA IN COMPUTER APPLICATION From this institute in
24 JULY 2009 to 26 JULY 2010 and is awarded this certificate of proficiency.

He has passed his/her examination with FIRST Division.

We wish her/him all success in life.

• Grade: A- Above(75%) • Grade: B- (60% to 74%) • Grade: C- (45% - 59%) • Grade: D- (Below-45%)

Date: 26.07.2010

Mosammat Farzana
Course Co-ordinator



Certificate



Mahfooz Alam

Has successfully passed the assessment for:

Aconex Certified Professional

A handwritten signature in black ink that reads 'S Hillier'.

Date: 14/01/2020

Certificate No: 49870026

Shani Hillier, Executive Director – Oracle Aconex

Areas of competency:

- Document control guidelines (including classification recommendations)
- Uploading and revising (superseding) multiple documents
- Tracking document changes and creating reports (including workflows)
- Boolean and wildcard searches
- Making a document confidential
- Registering mail and closing out mail
- Mailing (distribution) groups
- Starting a workflow and reviewing a document (including mark-ups)



 **Alison**
EMPOWER YOURSELF

CERTIFICATE

Mahfooz Alam

has received this award for successfully
completing the course:

**Document Control: From Principles to
Practice**

**CPD
CERTIFIED**
The CPD Certification
Service

To verify:
0753-34819163

16 Aug, 2025

Date of Award

Maevé Richardson

Director of Certification

CERTIFICATE OF ACHIEVEMENT

This certificate is presented to

Mahfooz Alam

for successfully completing a Course about

Accounting

Course Start Date: 2025-07-31

Certified No.
85fe90cf



mindluster

Signature



2025-08-09

Date

www.mindluster.com

CERTIFICATE OF ACHIEVEMENT

This certificate is presented to

Mahfooz Alam

for successfully completing a Course about

Oracle Data Integrator Essentials

Course Start Date: 2023-10-06

Certified No.

11557146760

Course Duration 0 hours

mindluster

Signature



2023-10-06

Date

www.mindluster.com

CERTIFICATE OF ACHIEVEMENT

This certificate is presented to

Mahfooz Alam

for successfully completing a Course about

Microsoft Excel

Course Start Date: 2023-10-06

Certified No.
11557145192

mindluster

Signature



2023-10-10

Date

www.mindluster.com

CERTIFICATE

This certificate is to confirm that

MAHFOOZ ALAM

has successfully attended the course

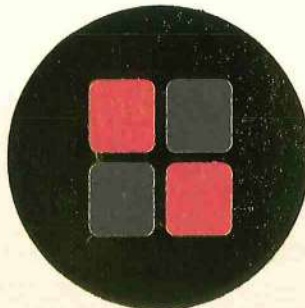
Essentials in Document Control Management

conducted by Excellence Management Training Centre

Dated 22nd June 2021



Director
Learning and Development



CERTIFICATE

This certificate is to confirm that

MAHFOOZ ALAM

has successfully attended the course

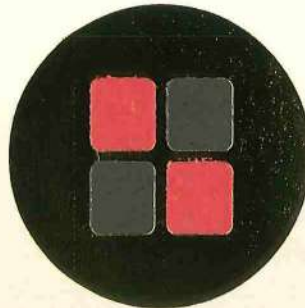
Practical in Document Control Management

conducted by Excellence Management Training Centre

Dated 22nd June 2021



Director
Learning and Development



EXCELLENCE MANAGEMENT TRAINING CENTRE
www.excellence.qa
info@excellence.qa

+974 4436 0225
Doha, State of Qatar

ETCAV1 - 7609

Verify this certificate by emailing
reference@excellence.qa
this 10 digit reference



CLICK TO VALIDATE

شهادة مصرفية Bank Certificate



Ref. No	14559811	الرقم التسلسلي
Date	19/03/2024 - 1445/09/07	التاريخ
Time	10:07 AM	الوقت

Certificate Details

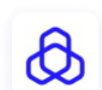
To	Whom It May Concern	الى
We AlRajhi Bank Certified That Mr./Mrs.	MAHFOOZALAM MOHD VAKIL	نشهد نحن مصرف الراجحي بأن المكرم المكرمة
Is Client since	09/09/2023 1445/02/24	عميل لنا منذ
With Account	996000010006086997112	مع رصيد حساب رقم
With IBAN Number	SA4380000996608016997112	برقم الآيبان
That Appears On	18/03/2024 1445/09/07	حسب ما يظهر بتاريخ
Credit With An Amount Of	7,549.40 SAR	دائن بمبلغ قدره
Debit With An Amount Of	0.00 SAR	مدين بمبلغ قدره
Equals	7,549.40 SAR	ويعادل

Note:

This document is confidential and under the responsibility of the holder

ملاحظة:

هذه الوثيقة سرية ويتحمل حاملها كامل مسؤولية المحافظة



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هوية مقيم

رقم النسخة ١٠

المملكة العربية السعودية

وزارة الداخلية



محفوظ علام محمد فكيل

MAHFOOZ ALAM MOHD VAKIL

تاريخ الانتهاء: ٢٠٢٦/٠٥/٠٨

رقم الهوية: ٢٣٥٥٠٨٤١٥٩

مكان الميلاد: الهند

تاريخ الميلاد: ١٩٨٨/١٠/١٢

الديانة: الاسلام

الجنسية: الهند

المهنة: كهربائي مباني

هوية صاحب العمل: ٧٠٠٢٥٥٦٦٢٤

مكان الإصدار: جوازات الرياض

مكان العمل: منطقة الرياض

اسم صاحب العمل: شركة الخليجية الاولى للصيانة والنظافة



يجب التحقق
من الرمز السريع
قبل اعتماد
التعامل مع الهوية



निर्वाह / OBSERVATION

निर्वाह सेवा / MISCELLANEOUS SERVICE

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

MOHD VAKIL

माता का नाम / Name of Mother

CHANDTARA

पति या पत्नी का नाम / Name of Spouse

KHUSHBUN NISHA

पता / Address

KORRAUTA LAHEJEE PACHRUKHI

SIWAN

BIHAR - 841 233.

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

K1341821

14/11/2011

PATNA

फाइल नं. / File No.

SAUJ54063318

OLD PPT CLD AND RETURNED