

DINESH UNNIKRISHNAN

Senior Document Controller

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Riyadh, Saudi Arabia

SUMMARY

Highly distinguished Senior Document Controller with over 10 years of experience across diverse organizations, bringing a wealth of expertise in optimizing document control processes and exceeding project requirements. Proven ability to lead and develop high-performing teams, implement innovative solutions using technology like Aconex and EDMS, and ensure meticulous adherence to industry standards. Fosters a collaborative and results-oriented work environment, consistently exceeding expectations.

Document Control and Management Skills: -

- › **Document Management Systems (Aconex, EDMS, Glass Construction Management Platform, & SharePoint):** In-depth knowledge with experience in system configuration, user management, automating workflows, and leveraging advanced features to maximize efficiency.
- › **SharePoint:** Understanding the core concepts of SharePoint, including its features, functionalities, and architecture.
- › **Extract Data:** Extract relevant data from various sources, including SharePoint, Excel, and other project management tools.
- › **Power BI Data Modeling:** Create data models in **Power BI** to define relationships between different data sources and tables.
- › **Power BI Data Visualization:** Create clear and informative visualizations, such as charts, graphs, and dashboards, to present project data insights.
- › **Power BI Interactive Reports:** Design interactive reports that allow users to filter, slice, and drill down into data to gain deeper insights.
- › **Receive and Register:** Receive, log, and register all incoming documents, including drawings, specifications, procedures, inspection and test plans, and quality records.
- › **Distribution:** Distribute documents to relevant project personnel and stakeholders in a timely and accurate manner.
- › **Filing and Archiving:** Maintain an organized filing system for both hard copy and electronic documents, ensuring easy retrieval and accessibility.
- › **Document Tracking:** Track document revisions, approvals, and distribution to ensure the latest versions are used.
- › **Document Control Procedures:** Develop and implement document control procedures in accordance with project requirements and quality management systems (QMS).
- › **Process Improvement & Innovation:** A proactive problem-solver with a keen eye for streamlining workflows. Successfully implemented solutions to enhance document control efficiency, such as reducing processing time and automating repetitive tasks.
- › **Data Integrity & Quality Assurance:** Relentlessly committed to maintaining exceptional data accuracy. Implemented robust quality control measures and meticulous review processes to minimize errors and ensure document integrity throughout the project lifecycle.
- › **Training & Development:** Passionate about knowledge sharing. Developed and delivered comprehensive training programs, equipping new document control staff with the necessary skills and knowledge to excel in their roles.
- › **Electronic Document Management:** Champion of digital workflows. Streamlined electronic document workflows, guaranteeing timely, secure, and readily accessible documentation for all project stakeholders.
- › **Workflow Optimization & Tracking:** Implemented and maintained efficient workflows with clear documentation, leveraging automation tools and regular log updates to enhance traceability and facilitate project monitoring.

EXPERIENCE

Senior Document Controller | Zenit Engineering Consulting Co. Riyadh, Saudi Arabia – 11/2025 – Current

Main Role:

Review, approve, and manage documentation submitted by contractors, ensuring it meets standards and compliance requirements.

CORE DUTIES & RESPONSIBILITIES

- **System Architecture & Strategy:** Lead the end-to-end setup and administration of the Electronic Document Management System (EDMS), primarily Aconex, ensuring the platform is configured to meet specific project protocols and client requirements.
- **Procedure Development:** Author and implement the Project Document Control Procedure (DCP), establishing standardized numbering, filing, and distribution matrices across all project disciplines.
- **Workflow Optimization:** Design and manage automated review and approval workflows to streamline the movement of technical submittals, RFIs, and drawings, reducing manual bottlenecks.
- **Quality Governance:** Conduct rigorous quality audits on all incoming and outgoing documentation to ensure 100% compliance with ISO 9001 standards and project-specific Quality Management Systems (QMS).
- **Master Document Register (MDR) Management:** Maintain and oversee the live MDR, utilizing Advanced Excel (Power Query/Pivot Tables) to provide real-time status tracking of every project deliverable.
- **Reporting & Analytics:** Generate high-level KPI reports for Project Directors and stakeholders, focusing on transmittal turnaround times, overdue submittals, and overall project documentation health.
- **Stakeholder Management:** Act as the primary consultant liaison between the client, lead contractors, and subcontractors to resolve complex information management disputes and ensure data integrity.
- **Training & Leadership:** Onboard and mentor junior document controllers and project staff on EDMS usage and compliance standards, fostering a culture of organized information management.
- **Project Close-out & Handover:** Manage the compilation and verification of Final Handover Packages, including "As-Built" drawings and O&M manuals, ensuring a seamless transition to the client's operations team.

Key Focus Areas:

- Verifying document format, coding, and metadata.
- Ensuring compliance with project specifications.
- Distributing approved documents to internal stakeholders.
- Maintaining a master document log
- Supporting QA/QC and Engineering with accurate records.

Senior Document Controller (Technical & HSE Department) | Webuild S.p.A - (NEOM - NIC Connector) - Tabuk, Saudi Arabia 07/2023 - 10/2025

- Led and mentored a team of 4 document controllers, resulting in a 15% reduction in document processing time through optimized Aconex workflows.
- Managed the migration of over 50,000 legacy documents to Aconex, ensuring 100% data

integrity and a seamless transition.

- Developed and implemented project-specific document management strategies, improving project communication and information flow.
- Utilized Power BI to generate comprehensive project status reports, providing data-driven insights for senior management.
- Implemented and utilized **Glaass Construction Management** Platform for document control, project tracking, and quality management.
- Implemented and supervised document control processes aligned with project needs and Aconex, optimizing document organization and accessibility for enhanced project efficiency. Led the migration of legacy documents to Aconex, ensuring a smooth transition and maintaining historical document integrity.
- Led a team of 20 document controllers, providing technical guidance, training, and mentorship. Cultivated a highly skilled and motivated team, fostering a culture of continuous learning and knowledge sharing.
- Generated comprehensive project status reports, delivering accurate and timely data that empowered project leadership to make informed decisions.
- Recruited, interviewed, and hired document control and admin staff, building a strong and qualified team to support project needs.
- Coordinated Electronic Document Management System (EDMS) with strong technical knowledge.
- Handled incoming correspondence and technical information, distributing as directed.
- Produced document progress reports for senior managers.
- Adhered to security protocols, keeping sensitive information and documentation private.

PREVIOUS ROLES

Document Controller | Webuild S.p.A & Salini Saudi Arabia (Riyadh, Saudi Arabia) | 06/2014 – 05/2023

- **Al Faisaliah District Redevelopment Project** | QA/QC Department- Riyadh
 - **SANG Project** | Pre-Cast Department - Riyadh
 - **King Salman Air Base Project** | QA/QC Department – Dirab - Riyadh
 - **King Faisal Air Academy Project** | QA/QC Department – Majma
 - **DGDA Super Basement Project** | Technical & QA/QC Department – Riyadh
- **Inspection and Test Records:** Prepare, review, and maintain inspection and test records (ITRs), non-conformance reports (NCRs), and other quality-related documentation.
 - **Quality Records:** Ensure that all quality records are complete, accurate, and properly filed.
 - **Quality Audits:** Assist in conducting internal and external quality audits, preparing audit reports, and implementing corrective actions.
 - **Quality Reporting:** Prepare and submit regular quality reports, including weekly and monthly reports, to project management and clients.
 - **Document Review:** Review documents for completeness, accuracy, and compliance with project requirements and standards.
 - Extensive experience managing document lifecycles for various projects (construction, airbase, etc.), ensuring document control compliance across diverse project types and adhering to relevant industry regulations.
 - Prepared and maintained inspection and test records (ITRs), non-conformance reports (NCRs), and quality audit documentation.
 - Utilized Aconex and EDMS for document control, implementing best practices for document upload, review, version control, and security to maintain document integrity and facilitate collaboration.

- Maintained document registers and filing systems for easy retrieval, fostering efficient document access and retrieval for all project stakeholders. Instituted a color-coding system for document classification, streamlining document identification and retrieval.
- Supported project managers and other departments with document control needs, providing timely and accurate information to facilitate project progress. Acted as a central point of contact for all document control inquiries, ensuring clear and consistent communication across project teams.
- Demonstrated exceptional administrative and technical skills in document processing, communication, and system administration. Configured user permissions within Aconex and EDMS, ensuring appropriate access control for document security.

Additional Responsibilities:

- **Document Retrieval:** Retrieve documents as requested by project personnel and stakeholders.
- **Document Control Software:** Utilize document control software to manage and track documents electronically.
- **Document Archiving:** Archive completed project documents in accordance with retention requirements.
- **Liaison with Stakeholders:** Communicate and coordinate with project engineers, inspectors, and clients regarding document control matters.

Key Achievements:

- Reduced document processing time by 20% through the implementation of streamlined Aconex workflows at NEOM.
- Achieved a 99.9% document accuracy rate across multiple projects through rigorous quality control measures.
- Successfully migrated 50,000+ legacy documents to Aconex, maintaining historical document integrity.
- Improved team productivity by 15% through effective training and mentorship initiatives.

By effectively managing and controlling documents, QA/QC Document Controllers contribute to the overall success of projects by ensuring that quality standards are maintained throughout the project lifecycle.

Key Achievements:

Streamlined document control processes, improving efficiency and compliance, resulting in a measurable reduction in document processing time (e.g.).

Led team in achieving high document quality and accuracy standards, minimizing errors and rework, ultimately saving project time and resources.

Provided effective training and mentorship to staff, fostering a positive work environment and contributing to increased team productivity and overall project success.

Successfully migrated legacy documents to Aconex during the NEOM - NIC Connector project, ensuring a smooth transition and maintaining historical document integrity.

Instituted a color-coding system for document classification at Salini Saudi Arabia, streamlining document identification.

EDUCATION AND TRAINING

ACE College for Engineering & IT - Palakkad - Kerala, India

07/2001

DCE/CM: Diploma in Consumer Electronics and Computer Maintenance

LANGUAGES

English, Hindi, Malayalam: First Language

Arabic:  A1

SI No. 5830/01

Reg. No. AGI/PLK/5830/01



ACE COLLEGE for ENGINEERING & IT

Run by Ace Educational Charitable Trust, Palakkad.

Regd. Under Govt. of Kerala
No. 438/2010/IV



Certify that Mr./Ms.....**DINESH UNNIKRISHNAN**.....

has successfully completed.....**DIPLOMA IN**.....

.....**CONSUMER ELECTRONICS & COMPUTER MAINTENANCE.**.....

and secured.....**FIRST**..... Class. He/She is awarded this diploma on this day the


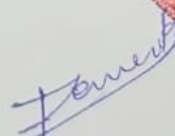
.....**30th July 2001**.....

DUPLICATE

Place : PALAKKAD

Date : 30/07/2001


Executive Director



Controller of Examinations



نيوم NEOM

THE CONNECTOR SOUTH CIVIL WORKS PROJECT



Certificate of Appreciation

This is presented to

Dinesh Unnikrishnan

WSSJV - 2241091038

In sincere appreciation for his exceptional dedication and invaluable contributions as **Senior Document Controller** for **The Connector South Civil Works Project** from October 1, 2023, to August 2025.

Dinesh demonstrated outstanding competence, leadership, and unwavering commitment while overseeing document control across multiple critical departments, including **QA/QC, Technical, Environmental, and HSE**. His professionalism and meticulous attention to detail were instrumental in the project's success.

We extend our deepest gratitude for his valuable service and steadfast commitment to excellence.

Cert. No: WSSJV200



Nirbhik Sengupta
Project Director

salini
saudi arabia
شركة سالييني العربية السعودية المحدودة



webuild



Certificate



Dinesh

Unnikrishnan

Has successfully passed the assessment for:

Aconex Certified Professional

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

Date: 18/05/2022*

Certificate No: 49870227

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)

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WEBUILD S.p.A.
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Date: 14th March 2023

Ref. SALBSS3013

To Whom It May Concern

This is to inform you that Mr. Dinesh Unnikrishnan, Indian national, holder of Resident's permit No. 2241091038 has been working with us under our sponsorship since 01st October 2020 as a Document Controller and working on the Aconex Platform.

This certificate has been issued to him upon his request.

Best Regards,

Sattam Al Malki
Administration Manager

