

Yasir Elahi

[Document Controller]

📍 Riyadh, Saudi Arabia

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Nationality: Pakistani

Iqama No: **2619919851**

Iqama Status: Transferable (with Ajeer & Chamber)



Career Objective

Highly organized and detail-oriented Document Controller with over 6 years of experience in managing and controlling project documentation within construction and engineering environments. Expert in using Aconex for document workflows, transmittals, submittals, and correspondence management, ensuring full compliance with project and client standards. MS Office tools, with a proven ability to maintain document accuracy, version control, and efficient workflow coordination. Dedicated to supporting project delivery by enhancing document quality, accessibility, and communication across multidisciplinary teams.

Professional Experience

AMBITION OCEAN

- **Project Name** Lagara 38 Flor High Rise Bulding
- **Client** Rafid Real Estate
- **Contractor** Ambition Ocean Vision 2030
- **Position** Project Document Controller
- **Duration** April 2026-Present
- **Location** Near Kingdom Tower Riyadh

TISSA ATGAHAT M4.

- **Project Name** IPP CCGT Rumah-1 1800MV Power Plant
- **Client** Acwa Power
- **Consultant** Doosan
- **Contractor** Sepco III Electric Power
- **Subcon** Tissa Atgahat M4
- **Position** QC Document Controller
- **Duration** Dec 2025-April 2026
- **Location** Rumah 1 Riyadh

SAUDI CONSTRUCTIONIOR (SAUDICO)

- **Project Name** AL-INFRA CONSTRUCTION
- **Client** DIRIYAH COMPANY
- **Contractor** SAUDICO
- **Position** HSE Document Controller
- **Duration** Dec 2023–Nov 2025
- **Location** Diriyah Riyadh

PERMASTEELISA GROUP SAUDI ARABIA

- **Project Name** KAFD Metro Station
- **Client** KAFD
- **Contractor** PERMASTEELISA GROUP ARABIA
- **Position** Project Document Controller
- **Duration** Feb 2021– Feb 2023
- **Location** KAFD Riyadh

Responsibilities

- Directed and controlled end-to-end document management processes for multi-disciplinary construction and power plant projects, ensuring full compliance with client specifications, international standards, and project procedures.
- Managed the complete document lifecycle including preparation, submission, review, approval, revision control, distribution, and final archiving of RFIs, MIRs, WIRs, ITPs, method statements, risk assessments, shop drawings, and material submittals.
- Served as a key user of Aconex, efficiently handling transmittals, workflows, document tracking, and approval cycles to maintain seamless project execution.
- Coordinated effectively with engineering, QA/QC, HSE, consultants, and client representatives to ensure timely submission, review, and approval of all project documentation.
- Developed and maintained advanced document tracking systems and dashboards using MS Excel (Pivot Tables, VLOOKUP, data analysis tools) to provide real-time visibility on document status and project progress.
- Administered QA/QC documentation for electrical power plant systems including tanks and air-cooled condensers (ACC), ensuring strict adherence to project specifications, codes, and quality standards.
- Controlled and monitored HSE documentation including risk assessments, incident reports, permits, and compliance records, ensuring readiness for audits and alignment with regulatory requirements.
- Enforced strict document control procedures including numbering, versioning, and distribution protocols to maintain document integrity and eliminate discrepancies.
- Played a critical role in internal and external audits by ensuring accurate, traceable, and fully compliant documentation, contributing to zero document-related non-conformities.
- Managed complex project documentation for high-profile developments including King Abdullah Financial District, including architectural mirror works and technical submissions requiring precise coordination and approval tracking.

- Oversaw multidisciplinary documentation across civil, MEP (Mechanical, Electrical, Plumbing), and HVAC systems, ensuring proper classification, indexing, and accessibility within structured document control systems.
- Ensured continuous availability of latest approved drawings and documents to site teams, supporting uninterrupted construction and installation activities.
- Maintained strict confidentiality and secure document storage while enabling fast and efficient retrieval of critical project records.
- Generated comprehensive daily, weekly, and monthly reports on document status, approvals, and pending actions to support management decision-making.
- Led project closeout documentation activities by compiling, verifying, and submitting complete handover packages including as-built drawings, O&M manuals, and final dossiers using Aconex and Synergi Life, ensuring successful project turnover and client satisfaction.

Educational Background

Bachelor of Computer Science (BCS)

Abdul Wali Khan University Mardan, Pakistan

2 Years Diploma in Human Resource Management

Peshawar Institute of Technical Education, Pakistan

Certifications

- Oracle Aconex Accredited Associate
- Oracle Aconex Accredited Professional
- Advanced Microsoft Excel Certification
- Microsoft Excel – Data Management & Reporting
- Microsoft Office Specialist (MOS) Excel & Word
- Certified Document Controller (Consepsys)
- Document Management Certified Professional (DMCP)

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief. I promise to work sincerely and prepared to do hard work duly abiding to the Organization.

Languages: English – Fluent | Urdu – Fluent | Arabic – Basic