

Mohammad Azhar

BSc-Information Technology
Senior Document Controller

Qiddiya Approved | Diriyah Approved | Neom Oxagon Approved
Transferable Iqama



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PROFILE

An ambitious and dedicated **Senior Document Controller** with **12 years** of progressive experience in the field of Project Document Controlling and I have been working with one of the world's largest Solar PV Project of 2.6 GW. Throughout my career, I have collaborated with a diverse range of Stakeholders, including Clients, Project Management Consultants and Main Contractors. My Expertise lies in the successful execution of Power Plant & Construction across the KSA and India. Additionally, I possessed advanced proficiency in utilizing key tools like, Oracle Aconex, Oracle Primavera, SharePoint and Think Project ensuring efficient project control and delivery. Seeking a dynamic and challenging career in "Document Controlling" to join a reputable company where I can utilize my knowledge and skills to make a significant contribution to the success and growth of the company.

CAREER SNAPSHOTS

Throughout my career, I have diligently embraced the role of a Document Controller, bringing to the table a wealth of expertise and skills that are pivotal in effectively managing the document control processes within complex projects. My journey has encompassed the following key aspects:

Advanced Document Management Proficiency: I possess an in-depth understanding of document management principles, and have skills in designing and implementing streamlined workflows that encompass document creation, review, approval, distribution, and archival. My proficiency extends to utilizing Electronic Document Management Systems (EDMS) such as Oracle Aconex, and ThinkProject to optimize document control processes.

Quality Assurance and Compliance: My commitment to maintaining flawless documentation accuracy is evident in my quality assurance practices. I conduct reviews, ensuring documents adhere to established standards and company format. This attention to detail contributes to the consistency, completeness, and compliance of project documentation.

Effective Communication and Collaboration: My communication plays a pivotal role in facilitating collaboration across project teams and stakeholders. I provide timely updates on document status and navigate discussions on document-related matters.

Problem-Solving and Adaptability: As challenges arise, my problem-solving skills come to the forefront. I swiftly address document-related issues, manage version control, and find solutions to enhance effective and fast document retrieval and distribution. My flexibility in adapting documentation processes to align with evolving project needs showcases my commitment to seamless change management.

Project Coordination: I possess a keen understanding of construction industry-specific regulations and standards, which I integrate into every aspect of documentation management to ensure compliance. My ability to coordinate with diverse stakeholders, including Engineers, Architects, Contractors, and regulatory bodies, underscores my capacity to arrange the timely approval, sharing, and retrieval of critical documents.

My career journey as a Document Controller has been defined by a dedication to maintaining the integrity and organization of project documentation. I thrive in leveraging my expertise to optimize document control processes, promote teamwork and collaboration, and ensure the accuracy and timely flow of essential project information.

PROFESSIONAL EXPERIENCE

March 2025 to	SENIOR DOCUMENT CONTROLLER
Present	RICHMONDCS (Consultant)
Client	QIDDIYA HEAD QUARTER (Diplomatic Quarter)
Riyadh, K.S.A	

DUTIES & RESPONSIBILITIES:

- Ensure proper submission of all kinds of WIRs/ MIRs/ MAR/ Method Statements as per the Qiddiya standard by the contractor through the Aconex.
- Review all submitted documents properly and released for the next level approval and approve as final level approval as DC Lead through the Aconex.
- Issues NCR/SOR/ SVR to the contractor for them to submit closeout report.
- Transmit letters/ other transmittals to the contractor and keep management posted its status.
- Create workflow template for all the document sub mission as per the client requirement to keep contractors submit document accordingly.
- Keep track the status of all reviewed/ approved documents and maintain a log daily.
- Generation report of all the overdue documents and submit to the contractor by informing our manager for closing the overdue.
- Ensure all documents are submitted by following the Qiddiya standard and their code for document references.
- All the contracts documents submitted by the consultant to Qiddiya/client as contract extensions/ variation order as per the management/ client instructions.
- Ensure submission of PAF (Personnel Approval Form) to client approval.
- Submission of interim payment certificate invoice IPC monthly and update status to the management accordingly.

**August 2024 to
Present
March 2025
Riyadh, K.S.A**

SENIOR DOCUMENT CONTROLLER

**Al Ostool Al Aali
Diriyah – DG II**

DUTIES & RESPONSIBILITIES:

- Ensure proper submission of all kind WIRs to the consultant and update the document status through Oracle Aconex.
- Submission of method statements and plans of HSE and logistic department.
- Receive NCR/SOR and transmit to the concerned departments and submit closeout report.
- Receive the letters from the client/consultant and ensure submitting response.
- Keep track of general correspondence receive and distribute to the department.
- Receiving plot handover and transmit to the concerned department.
- Final plot handover certificates submission and update approval status to the management.
- Ensure submission of LAAR (Laydown Access Area Request) for approval.
- Attending meeting with client and consultant, preparing MoM and ensure proper distribution.
- Ensure submission of PAF (Personnel Approval Form) to client for the employee for Diriyah (client) approval.
- Submission of interim payment certificate invoice IPC monthly and update status to the management.

**Nov 2023 to
July 2024
Project
Client
Jeddah, K.S.A**

SENIOR DOCUMENT CONTROLLER

**CHINA ENERGY ENGINEERING GROUP OF COMPANY
Solar PV Project
ACWA Power
Project: PV Project Al Shuaibah - Jeddah, KSA**

DUTIES & RESPONSIBILITIES:

- My role involves ensuring that as the Main Contractor and PMC adhere to **ACWA Power** high standards of document management. Handle the retrieval of documents as directed and able to quickly and efficiently retrieve documents and data when needed using ACONE, EDMS Electronic Document Management System.
- Ensure submitting RFI/Test Report of PV and Substation to ACWA for approval further payment processing of the main contractor EPC.
- Make sure for RFI issuance and inspection to be done as per date mentioned.
- Method Statement and inspection Checklist uploading in Think Project for the client approval.
- Test Report (RFI) and Punch List must be closed during testing and commissioning phase.

- Keep track of documents with summary and update to the manager and director on daily basis.
- Following ACWA Power standard filing system for uploading documents.
- Ensure monitoring and keeping latest documents up to date
- Ensure tracking of soft copies and hard copies and follow up with sub-contractor to submit all pending document and closing the RFI if testing done.
- Maintaining status of all approved documents, follow up for all submittal/transmittal pending and under review documents for the approval.
- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and correspondence.

**July 2019 to
Nov 2023
Sharma, NEOM
K.S.A**

**SENIOR DOCUMENT CONTROLLER
EL SEIF GROUP OF COMPANY
Project: NEOM, SHARMA, KSA**

DUTIES & RESPONSIBILITIES:

- My ability to coordinate with diverse stakeholders, including Engineers, Architects, Contractors, and regulatory bodies, underscores my capacity to arrange the timely approval, sharing, and retrieval of critical documents.
- Ensures work is carried out in accordance with client and/or company standards and specifications.
- Edit or review documents like check for signatures and dates or as much as drafting and editing sentences.
- Implement and maintain a coordinated and consistent filing system; ensure that all filing is up-to-date.
Maintains clear file structures and manages electronic files, ensuring an auditable, electronic trail for all work undertaken.
- Monitors and reports job/work status and workloads to the Document Control Lead, with any appropriate recommendations.
- Ensures for the contractual document's arrangement exist, work is carried out in accordance with contract procedures.
- Ensures transmittal and receipt of draft documents in line with company procedures.
Maintains documentation records, databases and filing systems to provide accurate records of document status.
- Initiates document reviews and chases up non-conformance of receipt of documents and amendments as per client document control standards and procedures.
- I oversaw the process of recording approvals and rejections, maintained both physical and digital copies, and consistently updated the Project Management Information System.
- Assists in the maintenance of controlled, uncontrolled documentation and data, including document management files and work generated either internally by Company, or externally by clients and held within the DC.

**Jan 2017 to
Apr 2019
Al Ahsa, K.S.A**

**DOCUMENT CONTROLLER
JOANNOU & PARASKEVAIDES (OVERSEASE) COMPANY
Housing, Forces Camp & Medical Project
Al Ahsa, KSA**

**May 2014 to
Dec 2016**

**DOCUMENT CONTROLLER
LARSEN & TOUBRO INDIA PVT LTD COMPANY
Housing, Forces Camp & Medical Project
Al Ahsa, KSA**

**2013 to 2014
India**

**DOCUMENT CONTROLLER
KOHINORR STEEL INDIA PVT LTD COMPANY**

EDUCATION

Jharkhand, India	Bachelor of Information Technology Kolhan University, Jharkhand, India	- Year- 2013
Jharkhand, India	Intermediate Karim city college.	- Year- 2009
Jharkhand, India	Matriculation	- Year- 2007

SOFTWARE SKILL

1. EDMS/PMIS: Oracle Aconex, ThinkProject, SharePoint.
2. Microsoft Office Suit (Excellent command over, Excel and Word, Power Point)

SKILLS

Initiative	● ● ● ● ●	Leadership	● ● ● ● ●
Teamwork	● ● ● ● ●	Problem Solving	● ● ● ● ●
Detail-Oriented	● ● ● ● ●	Project Management	● ● ● ● ●

LANGUAGES

- ◆ English
- ◆ Hindi
- ◆ Arabic

PERSONAL DETAIL'S

- . **Year of Birth** : **1991**
- . **Marital Status** : **Single**
- . **Driving License** : **Saudi Driving License**

Ravinder Boyapally
QIC DP - INFRASTRUCTURE

Final (WF-004074) RCS to QIDP/QIC - CSC Staff CVs A...
WORKFLOW TRANSMITTAL

14/12/2025
QDPIN-WTRAN-002188

QIC - Diplomatic Quarter Head Office

3rd Floor Building IN-01 ITCC Complex
AlRaidah Digital City,
Al Nakhil District
Qiddiya
Riyadh 12382 Saudi Arabia



MAIL TYPE
Workflow Transmittal

MAIL NUMBER
QDPIN-WTRAN-002188

REFERENCE NUMBER
QDPIN-WTRAN-002188

Final (WF-004074) RCS to QIDP/QIC - CSC Staff CVs Approval - CV of Senior Document Controller - Mohammad Azhar

From Mr Ravinder Boyapally - QIC DP - Infrastructure

To (3) Mr Mohammad Azhar - Optimal Engineering Company for Engineering Consultancy (RCS (+2 more...))


Cc (2) Mr Waleed Alazzeah - Optimal Engineering Company for Engineering Consultancy (RCS (+1 more...))

Sent Sunday, 14 December 2025 8:41:04 AM AST (GMT +03:00)

Status N/A

DOCUMENT ATTACHMENTS (1)

(0 selected)

File	Document No	Revision	Revision Date	Title	Status
	QICDQ-RCS-ADM-RSM-ADM-00017	0B	09/12/2025	CV of Senior Document Controller - Mohammad Azhar	A - Approved

▼ MESSAGE

Workflow Review History

The attached documents have completed the "RCS to QIDP/QIC - CSC Staff CVs Approval - CV of Senior Document Controller - Mohammad Azhar" workflow with the following results :

This transmittal was automatically generated.

Doc No	Step	Participant	Review Outcome	Comments
QICDQ-RCS-ADM-RSM-ADM-00017	QIC - PM	R Boyapally	A - Approved	

Masood UI Hassan
AECOM

Final (WF-054746) IPLND063-AOS-MN-PAF-Personnel ...
WORKFLOW TRANSMITTAL

YESTERDAY
AEC-WTRAN-054602

Diriyah Company Phase 2

8500 Prince Sattam Ibn Abdulaziz Al Shoh
AD DIRIYAH 12572
Riyadh
4000 Saudi Arabia



MAIL TYPE
Workflow Transmittal


MAIL NUMBER
AEC-WTRAN-054602

REFERENCE NUMBER
AEC-WTRAN-054602

**Final (WF-054746) IPLND063-AOS-MN-PAF-Personnel Approval Form-CVs-
Mohammad Azhar Alam Ansari - Senior Document Controller**

From Mr Masood UI Hassan - AECOM
To (5) Mr Masood UI Hassan - AECOM (+4 more...)
Cc (50) Mr Jeremy Cox - AECOM (+49 more...)
Sent Sunday, 2 March 2025 11:23:45 AM AST (GMT +03:00)
Status N/A

DOCUMENT ATTACHMENTS (1)

File	Document No	Revision	Revision Date	Title	Status
	IP-LND-063-0000-AOS-PAF- HR-000083	01	17/02/2025	Mohammad Azhar Alam Ansari - Senior Document Controller	A- Approved

ATTRIBUTES

Attribute 1 DG2/IP/LND/063-Sitewide Demolition

MESSAGE

Workflow Review History

The attached documents have completed the "IPLND063-AOS-MN-PAF-Personnel Approval Form-CVs-Mohammad Azhar Alam Ansari - Senior Document Controller" workflow with the following results :

This transmittal was automatically generated.

Doc No	Step	Participant	Review Outcome	Comments
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